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ABSTRACT

Based on analyses of 91 documents on fringe benefits received from member libraries of the Association of Research Libraries (ARL) in 1978, a concise summary presents observations and statistics on sabbatical leaves, insurance, retirement, education and campus-related benefits, trends, and needs. It is concluded that pressures for improving fringe benefits come from changing employee needs, an increased recognition of the importance of the individual within an organization, union efforts, and the tax advantages of expanded benefits in lieu of increased salareis. The kit contains: (1) summaries of benefit programs from Syracuse University, Temple University, Southern Illinois University, University of Nebraska, McGill University, University of Georgia, Georgetown University, University of Washington, Harvard University, and Princeton University; (2) descriptions of sabbatical leave programs from Southern Illinois University, New York University, University of Missouri, University of Colorado at Boulder, University of Cincinnati, and Indiana University; (3) leave programs from Northwestern University, University of Toronto, Cornell University, Princeton University, University of Kentucky, Boston University, University of British Columbia, Emory College, National Library of Canada, and University of Pittsburgh; and (4) university education programs from Louisiana State University, National Library of Canada, Emory College, University of Missouri, and Columbia University. A four-page supplement summarizes vacation and sick leave policies in ARL libraries in 1974. (THC)

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January 1979

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# Fringe Benefits

## Kit 50

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## SPEC KIT EVALUATION

The materials in this Kit were collected from a survey of the member libraries of the Association of Research Libraries. They were selected for inclusion here because they are among the best examples received of current management practices in academic and research libraries.

These documents are working tools developed by individual libraries to meet their specific purposes. The materials are not intended to provide models or prototype systems that can simply be copied by other libraries. Instead, these illustrations should stimulate further innovation and improvement in the management practices of academic and research libraries.

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## FRINGE BENEFITS IN ARL LIBRARIES

ISSN 0160 3574

In the library, as in the university as a whole, fringe benefits are an important part of an organization's efforts to recruit and retain qualified staff. Pressures for improving fringe benefits come from changing employee needs, an increased recognition of the importance of the individual within an organization, union efforts, and the tax advantages of expanded benefits in lieu of increased salaries. Yet administrators seeking to provide fair and equitable fringe benefits are faced with increased costs for these programs within a general environment of increasing costs and need for justification of additional expenditures.

In the summer of 1978, the Systems and Procedures Exchange Center requested information on fringe benefits from ARL members, and 91 libraries responded by sending documents. The statistics and observations in this flyer are based on analyses of these documents, and they reflect most strongly the practices of institutions which have defined their benefit policies, rather than those which rely heavily on ad hoc interpretation.

One commonly-cited statistic is the percentage of salaries the university spends for fringe benefits. Of the 80 ARL institutions which supplied this figure, about half report a percentage based on funded benefits -- that is, actual dollars spent for insurance, retirement, and/or tax-related programs. The other half include, in addition to funded benefits, other benefits such as leaves and tuition. Thus, reported figures vary from 7 percent up to 33 percent, with funded benefits averaging around 14-15 percent of salary expense, and total funded and unfunded benefits averaging around 21-22 percent.

LEAVE. University sabbatical leave programs are described as a benefit for librarians in 24 of the responding libraries' literature. However, the incidence of sabbaticals for librarians probably is higher, since 43 out of 80 responses indicate librarians have faculty status and another 21 indicate academic status for librarians. Based on respondents' materials, most librarians receive 12-15 days of sick leave per year. Eight institutions indicate no set number of sick leave days for librarians, and the lowest number of sick days quoted was 10. Sick leave often is allowed to accumulate from 90 days up to an unlimited number of days, with an average accumulation of 130 days. The most common number of vacation days for librarians is 22, with over half of the libraries offering between 20 and 24 days. Most libraries allow vacation days to accumulate only to a certain number -- usually between 30 and 90 days, with 44 being an average. Parenthood leave as described in documents from 21 libraries involves anywhere from six weeks to one year. Most often, sick leave and leave without pay are combined to provide maximum time.

While some organizations specify the amount of time granted for personal leave (for urgent family or personal business), bereavement, and civic duties, other organizations maintain more flexible policies and rely upon discretion of immediate supervisors. Personal leave is mentioned in less than half of the literature, perhaps because this often is handled as an administrative decision. Of the 20 which mention personal leave, most state an allowance of one or two days per year. Among libraries with written policies, five days per year is the most common allowance for bereavement leave. Leave without pay traditionally is granted to cover additional needed maternity, military,or sick leave, long-term public service assignments, education, travel, or other reasons convenient to the organization and individual.

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The number of holidays with pay granted by universities continues to increase, and there is a trend toward granting extra days as personal holidays rather than as fixed national holidays. Personal holidays can be scheduled much as vacations to minimize interruptions to work and to provide flexibility to staff. Most librarians receive 9 to 12 holidays.

INSURANCE, RETIREMENT. As health care costs rise, employer-provided medical coverage is an increasingly important benefit. Most ARL institutions provide basic health plans, with a few offering Health Maintenance Organization (HMO) plans and/or coverage for dental service, drugs, and eyeglasses. Of institutions submitting information to SPEC (N=60), 25 pay 100 percent of the cost for employee coverage; about half of the remaining pay 50-75 percent.

Employer-paid life insurance is a standard benefit and slightly over half of the literature sent to SPEC (33 out of 60) notes that the university pays 100 percent of an employee's premium. Several other universities indicate they pay 50-75 percent of the premium. In most cases, staff can purchase additional coverage at low rates. The value of employer-paid policies is reported in one of two ways--in a dollar amount (from $3,000 to $20,000) or as a percentage of salary (from one-half times salary to two-and-one-half times salary.) While at least one institution has removed librarians from Teacher's Insurance and Annuity Association (TIAA) coverage, the most common retirement plan reported by survey documents is TIAA. Virtually all libraries offer either an annuity or pension plan.

EDUCATION AND CAMPUS RELATED BENEFITS. Staff are offered a variety of educational experiences at ARL universities -- auditing of classes; attendance at campus seminars, workshops, and lectures; participation in campus-wide staff development programs; and partial or full tuition. Less frequently, family of staff are offered free or reduced tuition. Of 57 survey responses, 41 offer free or reduced tuition to librarians, usually six hours per semester. Most institutions offer at least partial tuition for specified dependents (spouse, children) as well, with 23 responses mentioning this benefit. Some also make payments for dependents attending other institutions.

Other campus-related advantages include athletic and cultural events, day/child care, financial services (e.g., credit union, buying club, mortgage financing), housing (for faculty), preferred parking, and use of campus health and counseling centers. In the survey documents, out of 60 total, 27 list financial services, 26 list athletic and cultural events, 14 list housing and seven list day care.

TRENDS AND NEEDS. While aware of and responsive to the need for sound fringe benefits, library administrators nevertheless are restricted by the parent institution's need to maintain and justify costs in all areas. Fringe benefits are difficult to analyze and justify in terms of expenditures alone, because many of the costs are obscure and not well-defined. And to what extent any one benefit or combination of benefits influences staff performance or length of employment is difficult to determine. In addition, comparisons among institutions are being hampered by non-standard reporting practices. Efforts to define costs of fringe benefits and a sharing of that information among institutions in a standardized format would assist in meeting some of these needs.

An attractive package which includes good basic benefits plus campus-related benefits is viewed as crucial to recruiting qualified staff members and maintaining commitment to organizational goals. Within a framework of general financial constraint, ARL institutions are making efforts to keep pace with benefits offered elsewhere, and are taking into account the value and needs of individuals within organizations as they maintain benefit programs. Additional programs related to professional growth activities will be covered in an upcoming SPEC Kit on Developmental Benefits.

* * * *

The Kit on Fringe Benefits (Jan. 1979, No. 50, 89 pages) contains 10 summaries of benefit programs and descriptions of 5 sabbatical leave programs, 11 leave programs, and 5 university education programs. It is available for $7.50 to ARL members and SPEC subscribers and for $15.00 to others, prepaid, from: SPEC, ARL/OMS, 1527 New Hampshire Ave., N.W. Washington, D.C. 20036.

ISSN 0160 3582

# FRINGE BENEFITS IN ARL INSTITUTIONS

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NOTE: This four-page supplement to SPEC Kit #50 on fringe benefits is taken from Kit #10 on Leave Policies, which has been discontinued. Although the information was gathered five years ago, it may be useful to researchers studying changes in leave policies.

July, 1974

# SUMMARY OF VACATION AND SICK LEAVE POLICIES IN A.R.L. LIBRARIES

## VACATION

### Professional

#### Number of Days Vacation (N = 35 libraries)

86% of libraries give flat number of days per year. (Mean = 22.5 days, range = 15 - 28 days.)

14% of libraries compute vacation from schedule based on length of service.

#### Length of Service Before Earned Vacation May Be Used (N = 29 libraries)

36% of libraries - 6 months
27% of libraries - as earned
23% of libraries - 1 year
3% of libraries - 3,4, or 9 months

#### Amount of Leave Accumulation Permitted (N = 27 libraries)

66% of libraries compute by length of time one may save vacation. E.g. one must use vacation earned in 1974 before the end of 1975 = 1 year accumulation. (Mean = 1.3 years, range = 1 - 2 years.)

34% of libraries compute by maximum number of days one may accumulate at any given time. (Mean = 45 days, range = 30 - 90 days.)

Non-professional

Number of Days Vacation (N = 42 libraries)

81% of libraries compute vacation from schedule based on length of service. (Maximum number of vacation days one may earn per year: mean = 21, range = 15 - 27 days. Number of years of service before maximum leave can be earned: mean = 16 years, range = 3 - 25 years.)

19% of libraries give flat number of days per year. (Mean = 19 days, range = 12 - 24 days.)

Length of Service Before Earned Vacation May Be Used (N = 31 libraries)

71% of libraries - 6 months
16% of libraries - 1 year
10% of libraries - 1-3 months
3% of libraries - as earned

Amount of Leave Accumulation Permitted (N = 17 libraries)

53% of libraries compute by length of time one may save vacation. E.g. one must use vacation earned in 1974 before the end of 1975 = 1 year accumulation. (Mean = 1.8 years, range = 1-2 years.)

23% of libraries compute by a percentage of the year's vacation up to a fixed ceiling. E.g. 1 1/2 times annual vacation or 100 days, whichever is smaller.

12% of libraries compute by maximum number of days one may accumulate at any given time. (Mean = 45 days, range = 45 days.)

12% of libraries compute from a schedule based on length of service. E.g. in the first through tenth year of service one may accumulate up to 20 days vacation at any given time. (Mean of maximum days one may accumulate = 27 days, range = 24-30 days.)

Comparison of Professional and Non-Professional (N = 32 libraries)

In 44% of libraries non-professionals always earn less vacation than professionals.

In 28% of libraries both groups earn equal vacation at their maximum rate, but non-professionals earn less than professionals until that time.

In 19% of libraries non-professionals earn more vacation than professionals when both groups are at their maximum rate, but non-professionals earn less than professionals until that time.

In 9% of libraries all employees earn vacation at the same rate.

## SICK LEAVE

### Professional

Number of Days Sick Leave (N = 24 libraries)

46% of libraries give a flat number of days per year. (Mean = 13 days, range = 10-25 days.)

29% of libraries have no formal sick leave policy

12 1/2% of libraries compute sick leave from a schedule based on length of service. (Maximum number of days sick leave that one may earn per year: range = 12-18 days. Number of years service before maximum sick leave can be earned: range = 2-11 years.)

12 1/2% of libraries compute sick leave by some other formula. E.g. a per illness allotment, or X weeks leave at full pay + Y weeks leave at fractional pay.

Amount of Sick Leave Accumulation Permitted

Insufficient data: 5 libraries of which 3 permit infinite accumulation, 1 permits 132 days and 1 permits 140 days.

Length of Service Before Earned Sick Leave May Be Used

Only 1 of 24 policies had any service requirement.

Non-Professional

Number of Days Sick Leave (N = 43 libraries)

73% of libraries give a flat number of days per year. (Mean = 12.7 days, range = 5-30 days.)

12% of libraries compute sick leave from a schedule based on length of service. (Maximum number of days sick leave that one may earn per year: range = 12 -18 days. Number of years service before maximum sick leave can be earned: range = 2-11 years service.)

12% of libraries compute sick leave from a schedule based on a formula plus length of service. E.g. from 14 days at full pay + 55 days at 60% pay at beginning of service to 100 days at full pay + 30 days at 60% pay after 20 years service.

4% of libraries compute sick leave from some other formula.

Amount of Sick Leave Accumulation Permitted (N = 21 libraries)

71% of libraries place a ceiling on sick leave accumulation. (Mean = 112 days, range = 40-200 days.)

29% permit infinite accumulation of sick leave.

Length of Service Before Earned Sick Leave May Be Used (N = 20 libraries)

40% of libraries - 3 months
25% of libraries - as earned
25% of libraries - 6 months
10% of libraries - 1 month

Note: These statistics were compiled from an examination of leave policies from 50 ARL member libraries. The number of libraries represented by each statistic is less than 50, however, because not all provisions were contained in all policies.

# SUMMARIES OF BENEFIT PROGRAMS

L. Benefits

1. Insurance. Group Life: All regular full-time librarians are eligible upon enrollment for $3,000 of free Group Life Insurance and $3,000 of free Accidental Death and Dismemberment Insurance. Additional Group Life Insurance is available on a participatory basis. The University has available, also on an optional basis, a separate plan for employees who desire more comprehensive AD & D coverage. Group Health: The Group Health Care Plan provides comprehensive medical benefits, including expenses for hospital care, doctors' fees and drugs, for all exempt regular full-time University personnel and dependents who participate. Participation is optional and on a participatory basis.

2. Extended Illness or Injury. A librarian who is absent for an extended illness or injury will be covered under the University's Long Term Disability Plan from the date of disability. This plan provides benefits for exempt staff in the event of absence from work due to occupational or non-occupational injury or sickness that prevents the employee from performing every duty of his occupation. Such employees with one or more years of continuous service are eligible for the following benefits:

a. During the first eight weeks of disability, the employee will receive full pay from the date of disability.

b. During the next 18 weeks of disability, the employee will receive 60% of base salary rate, less any benefit reductions such as disability benefits under Social Security or Workmen's Compensation, waiver of self and University TIAA/CREF contributions, which will be paid by Syracuse University to a maximum of 15%, plus waiver of Group Life and Health Insurance premiums.

c. From the twenty-seventh week of disability to age 65 or death, whichever comes first, the employee will receive 50% of base salary rate less any benefit reductions such as disability benefits under Social Security or Workmen's Compensation, waiver of self and University TIAA/CREF contributions, which will be paid by Syracuse University to a maximum of 15%, plus waiver of Group Life and Health Insurance premiums.

d. A survivor benefit will be paid to an eligible survivor, such as the spouse or children under age 21, if the employee has drawn benefits under this Plan for at least 18 consecutive months and then dies. This benefit will be paid in one lump sum payment equal to three times the last monthly benefit payment. For librarians with less than one year of continuous service, the benefits will be the same except that there is no survivor benefit, and payments will cease at the end of 12 months from the date of disability.

Details of the plan are on file in the Personnel Office. This plan is noncontributory, and the entire cost is paid by the University. To be eligible for this plan it will be necessary for the employee to complete and file the forms necessary for benefits provided by the law--i.e., in cases of on-the-job injury supported under "Workmen's Compensation" and off-the-job illness or injury supported under "Disability Benefits."

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3. Workmen's Compensation. Librarians are automatically covered by Workmen's Compensation Laws for accidental injuries sustained in the course of employment. Benefits are paid pursuant to the terms of the Workmen's Compensation Law of New York.

4. Student Health Service. Librarians and staff who are injured on the job or who become ill due to work-related conditions should go to the Student Health Service, which is located at the corner of Waverly and University Avenues.

5. Hearing and Speech Clinic. The Syracuse University Hearing and Speech Clinic, located at 805 South Crouse Avenue, provides free hearing and speech evaluations and speech therapy for University employees and their families. These benefits are on an available time basis, and there is often a waiting list.

If the evaluation indicates, the Hearing and Speech Clinic will refer the individual for specialized attention.

6. Tuition Remission. The University Tuition Remission Plan is designed to provide general education and in-service training opportunities for employees and certain educational privileges to spouses of librarians.

All full-time librarians holding an appointment in the Syracuse University Libraries may register for up to six credit hours per semester in the Fall and Spring terms. Unused privileges up to six credit hours accumulating from the Fall and Spring terms may be used only in the third term of University College. Up to one half (three credit hours) of the tuition remission privileges for any one term may be transferred for use by the spouse, except when both husband and wife are employed by the University and have their own remitted tuition benefits. In such instances, neither may claim remitted tuition as a spouse.



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Any full-time librarian may apply through the Office of the Director of Libraries to the Vice Chancellor for Academic Affairs for tuition remission privileges for the summer sessions, provided the course or courses proposed relate to his or her subject field of interest or to advanced degree plans approved by his or her supervisor, the Director of Libraries, and the Vice Chancellor, and provided further that total study responsibilities do not interfere with regularly scheduled work.

Librarians have unlimited audit privileges, subject to scheduling approved by the Director, provided the courses they audit meet class size requirements of the University. Approval of the instructor in charge is necessary.

7. Dependent Scholarships. Children of full-time librarians who qualify for admission to Syracuse University are eligible for faculty dependent scholarships up to eight terms, exclusive of summer sessions, provided that they are duly matriculated as regular, full-time students for their first baccalaureate degree and meet the minimum academic standard prescribed for the program for which they are enrolled.

Spouses of full-time librarians and administrative officers are eligible for similar faculty dependent scholarships, provided they are matriculated as regular full-time students for their first baccalaureate degree and meet the academic standards prescribed by the Scholarship Committee.

Dependent scholarship benefits for librarians' children and spouses will be awarded less the amounts of all other scholarships, prizes, and educational grants, if any, for which the dependent qualifies.

8. Tuition Exchange. Syracuse University is a member of Tuition Exchange, Incorporated. This membership entitles full-time librarians to seek tuition exchange privileges for their dependents from other participating institutions. Currently, the plan does not guarantee tuition for a librarian's child at any member college. It provides the opportunity for the child to request special

consideration and to receive free tuition from some member colleges. Further information may be obtained from the Director of Financial Aid. The list of participating colleges is available from the Office of the Director of Libraries.

9. Discounts. Librarians may purchase books and supplies for personal use at the University Bookstore at a discount This discount does not apply for special order books.

Discounts are available at certain hotels. Information may be obtained directly from most local offices of major hotel chains.

10. Travel Credentials. Librarians who plan travel in connection with their professional work may obtain from the Vice Chancellor for Academic Affairs a letter that designates the holder as a representative of Syracuse University and that states the holder's relationship with the University. These letters are known as Syracuse University Travel Commissions.

Librarians may also obtain from the Office of the Director of Libraries a letter of introduction to professional colleagues.

11. Credit Union. The Syracuse University Federal Credit Union is a cooperative nonprofit organization established in accordance with the provisions of the Federal Credit Union Act of 1934. Librarians are eligible for membership.

12. Cash Grant Program. Professional Librarians (I-V) with seven consecutive years of service whose dependent children are attending another regionally accredited college or university as matriculated, full-time students working on their first baccalaureate degree, are eligible for a cash grant program as an alternative to the child dependent tuition scholarship program at Syracuse University. The maximum cash grant is $500 per semester, and applies to the tuition remainder after crediting other applicable scholarship and grant aid. The cash grant is paid directly to the other institution each semester by Syracuse University, up to a maximum of eight semesters or to

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completion of first baccalaureate degree requirements, whichever comes first. Full details on the extent and limitations of this benefit are given in section 25.1 of the Organization and Operations Manual.

M. General

1. Patents. The patent policy of the University in regard to staff members' patent rights has been approved by the University Senate and the Board of Trustees. Patent matters are administered by a Patent Committee appointed by the Chancellor with the Assistant Director of the Office of Sponsored Programs as a permanent chairman. Copies of the Patent Policy are available at the Office of Sponsored Programs. Questions concerning patent matters should be addressed to the Chairman, Patent Committee.

2. Copyrights and Royalties. Instructional materials prepared by a librarian may be duplicated by Syracuse University Printing Services and sold to the students at cost through the University Bookstore. The librarian may mark such matter "For Private Distribution" or may copyright it for his or her own protection.

# FRINGE BENEFITS

## Librarians and Administrators

I. Blue Cross, Blue Shield, and Major Medical (Plan C)

(University extends the Medicare Benefit "65 Special" to those retirees who sign up for A and B Medicare)

or

Philadelphia Health Plan

Cost: $ 2.79 per month for single coverage
$12.65 per month for family

Temple pays the remainder of cost

New employees may enroll immediately. If waived, employee can enroll only on May 1 of each year.

(University does not pay into the Philadelphia Health Plan after retirement)

II TIAA/CREF Pension

Employee contribution: 4.5% of the first $16,500 and 5% of excess.

University contribution: 7.55% of the first $16,500 and 13% of excess.

(Employee's share may be tax sheltered)

Available immediately upon employment. However, if waived initially, an employee may enroll in it thereafter in the months of December and June only.

III Long Term Disability

Available upon employment. If waived initially the insurance company requires a medical examination before enrollment.

Coverage: After 6 months of total disability employee will receive:

60% of first $2,000 of monthly salary

40% of second $2,000 of monthly salary

Librarians and Administrators (Cont'd)

If the employee is enrolled in TIAA/CREF his contributions will be paid by the insurance company while on disability.

Cost: 25¢ per $100 on monthly salary.

IV Accidental Death and Dismemberment Benefit

Coverage: $10,000 to $150,000

Cost: 40¢ to $6.00 per month for single coverage
55¢ to $8.25 per month for family coverage

V Term Life Insurance

$10,000 paid by University

Employee may insure himself up to 1½ or 2 times his salary.

VI Survivor Income Insurance

Available only for those who take more than $10,000 life insurance.

Provides a fixed income for family or spouse only or children only.

Cost: $1.75 per month per $100 of monthly income for family.

1.35 per month per $100 of monthly income for spouse.

.35 per month per $100 of monthly income for children.

VII Vacation

22 days per year

VIII Sick leave

Up to three months sick leave at full salary.

IX Holidays

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Day before Christmas
Christmas Day
Three personal days

Librarians and Administrators (Cont'd)

X Tuition Remission

One-half tuition remission up to 6 semester hours in Evening College. After three years of service, full remission for children matriculated as full-time students.

NOTE: Administrators in Object Code 102 have the following additional benefits:

1. One-half tuition remission for spouse.
2. Tuition remission for children without three years of service.
3. In lieu of tuition at Temple, a cash amount up to $870 per academic year for tuition at another institution. Total not to exceed $3,480.

RESPONSE CONCERNING ARL SURVEY (FRINGE BENEFITS)
Morris Library, Southern Illinois University at Carbondale

Note: Librarians carry faculty status and hold professorial ranks (Instructor through Professor). Fringe benefits described refer to Library Affairs faculty, not civil service staff members.

1. Educational benefits--"SIU-C faculty members may take up to eight hours of classes each semester. A Library Affairs faculty member enrolled in a degree program and taking courses for credit may take one-half of his/her class time on library time, up to a maximum of four hours, making up the remaining time on his/her own time. The class time need not be made up if the faculty member's department head requests that the faculty member take a specific course, or if a course is approved as job related. The class time must be made up for all other courses taken during working hours." (Southern Illinois University at Carbondale. Library Affairs. Staff Development Opportunities and Policies, p. 2a)

2. a. Sabbaticals--an SIU-C faculty member is eligible at the end of six years of service (descriptive information attached).

   b. "Mini-Sabbaticals"--all full-time faculty members on continuing or permanent appointments are eligible. A mini-sabbatical carries a grant of $600 maximum and a duration of one week maximum (description information attached).

3. a. Leave (professional development) - A faculty or professional/administrative staff member shall be eligible. Shall not exceed a maximum of one calendar year (descriptive information attached).

   b. Leave (maternity) - see sick leave.

4. a. Insurance (health) - full premium of employee paid by university, partial support by university toward dependent coverage. Dependent plans available for purchase. (SIU Faculty Staff Benefits Statement attached).

   b. Insurance (life) - full premium paid by university of term life insurance policy worth one-half of faculty member's gross salary. Optional plans available for purchase.

5. a. Vacation/Annual Leave - 25 working days per year, accrued to a total of 50 working days (maximum accumulation).

   b. Paid Holidays - 11 per year.

6. Sick leave - 2 calendar months per year, 10 days of extended sick leave accrued for each year of continuous service. Extended sick leave benefits are to be used when normal sick leave benefits are depleted and prior to an individual's being placed on disability leave. Maximum accumulation for combined sick leave benefits is 300 calendar days.

Retirement (State University Retirement System) - 8% employee contribution, 11.88% university contribution (Note: no TIAA/CREF or Social Security plans are available).

RESPONSE CONCERNING ARL SURVEY (FRINGE BENEFITS)

8. Parking - Three types of decals are available for purchase. Employees with 25 years of service are awarded a decal at no charge.

9. Jury Duty - reimbursement paid by the court may be retained by the employee.

10. University Blood Bank - university participation in the American National Red Cross provides that whole blood will be replaced or supplied at no charge to employees and dependent members of their families in their household. If the employee is a donor, coverage is provided to: employees and dependent members of their families living in their immediate household; their parents; parents-in-law; grandparents; and grandparents-in-law.

11. Unemployment Compensation.

12. Workmen's Compensation.

Attachments:
Sabbatical leave policy statement
Mini-Sabbatical leave policy statement
Professional Development leave policy statement
SIU Faculty Staff Benefits Statement

UNIVERSITY OF NEBRASKA-LINCOLN LIBRARIES
Librarians' Fringe Benefits in Brief

Vacation, eligible immediately

All librarians earn 24 days vacation per year, accrued at the rate of two days per month. Time may be taken as soon as it is earned. This is in addition to eleven paid holidays per year.

Medical Insurance, eligible immediately

The University pays $25 per month toward the premium on a group Blue Cross/Blue Shield Health-Surgical-Medical plan. Additional amounts may be paid by the employee for coverage for spouse and family.

Life Insurance, eligible immediately

The University pays the premium on a $20,000 Group Term Life Insurance Policy with an additional $20,000 benefit for Accidental Death and Dismemberment. The employee may purchase supplemental amounts at group rates.

Employee Scholarships, eligible immediately

With supervisory approval, librarians may take up to six hours credit in not more than two courses per semester. Employee is given release time for classes. Initial matriculation fee is $10. A processing fee of $1 is charged each semester classes are taken. Class work may apply toward an advanced degree.

Faculty Travel Plan, eligible immediately

Faculty travel plan provides for an allowance of $75 per year for each full-time librarian with the rank of assistant professor and above to help defray the cost of attending professional meetings in the United States.

Sick Leave, eligible immediately

Up to six months regular salary for illness and disability (including pregnancy) less the amount paid for Workmen's Compensation and the amount required for a substitute if the Dean of Libraries deems a substitute necessary.

Retirement Plan, eligible on reaching age 30, after one year of employment

The University participates in the TIAA/CREF retirement program. The University matches 6 percent of salary amount contributed by the employee. Librarians may petition the Board of Regents to waive entrance requirements in order to enter the program earlier.

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Policy for Granting Leave with Pay for Attendance at Professional Meetings or Conferences.

Attendance and participation at professional meetings or conferences is recognized to be an important part of professional development. Library employees are encouraged to take advantage of these opportunities.

1. Supervisors recommend to the Personnel and Budget Officer that their employees be granted leave with pay to attend professional meetings or conferences. The Personnel and Budget Officer authorizes such leaves.

2. The supervisor shall determine the number of employees who can reasonably be released from duties at one time to attend any meeting or conference.

3. In determining who should be/should not be recommended for leave with pay to attend a professional meeting or conference the supervisor may use the following sequence of priorities as guides for the decision:

3.1. that top priority be given to officers and committee members of the organization sponsoring or giving the meeting or conference, or to persons who have been invited to speak or present papers at the meeting or conference;

3.2. that second priority be given to employees who are members of the organization and whose duties are directly related to the topics of the meeting or conference;

3.3. that third priority be given to employees whose duties directly relate to the topics of the meeting or conference, although the employees are not members of the organization;

3.4. that fourth priority be given to employees who are members of the organization, but whose duties do not directly relate to the topics of the meeting or conference; and

3.5. that the lowest priority be given to employees who are not members of the organization and whose duties do not directly relate to the topic of the meeting or conference.

4. In determining whether to recommend a leave with pay for an employee to attend a professional meeting or conference the supervisor may also take into consideration the number of meetings/conferences that the employee had attended in the previous three years.

5. In lieu of 3. and 4. above the supervisor may allow the applicants to choose among themselves who will be recommended for leave with pay.

6. Should any request to attend a meeting or conference under this policy be denied by the supervisor, the requester may ask the next higher supervisor to review the case.

University of Nebraska-Lincoln
University Libraries

Policy Statement on Academic Appointees and Classes

15 March 1977

1. The reduced tuition and fee and work release programs are privileges and not rights.

2. All permanent full-time academic employees are eligible to apply for tuition remission up to six (6) credit hours each semester and up to six (6) credit hours for the entire summer.

3. With the approval of the divisional supervisor and authorization by the Personnel & Budget Officer work release may be granted for one (1) class during scheduled work hours. Tuition remission for an additional class, within the restriction of 2 above, may be granted by the supervisor and the Personnel & Budget Officer for classes scheduled outside of the work hours.

4. None of the above shall be construed to conflict with any University of Nebraska or campus policies on the subject.

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# FRINGE BENEFITS FOR McGILL UNIVERSITY LIBRARIANS

## INDEX


1. Staff Tuition Assistance
2. Sabbatical Leave
3. Maternity Leave
4. Sick Leave
5. Vacation
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7. Travel Funds
8. Life Insurance
9. Supplemental Health Insurance
10. Long-Term Disability Insurance
11. Pensions
12. Parking Regulations


PREPARED FOR ARL SURVEY - SUMMER 1978

1. STAFF TUITION ASSISTANCE

Scope

This policy is applicable to all full-time and geographical full-time academic staff, including Librarians and non-academic staff. To be eligible to claim reimbursement, the employee must be working full-time for the duration of any course of study undertaken. Receipt of payment is required before reimbursement is made. A staff member taking courses during the normal work day is expected to make up time lost.

A dependent is
i) an employee's spouse
ii) an employee's child, or legally adopted child, if under the age of 25.

Entitlement

Full-time Regular and Geographical Full-time Academic Staff and Full-time Librarians

Courses in the Faculty of Graduate Studies:
A Lecturer or Librarian, if accepted by the Faculty of Graduate Studies and Research, may register as a half-time candidate or less, if permitted by the Faculty of Graduate Studies and Research, for a degree or diploma, on the recommendation of his/her Chairman, or in the case of Librarians, by the Director of Libraries, and pay a reduced fee of $25.00 per session.

Courses in Other Faculties:
A member of the academic staff, if accepted by any faculty, other than the Faculty of Graduate Studies & Research, may register as a half-time (or less if permitted by the faculty) candidate for a degree (on the recommendation of his/her Chairman, or in the case of Librarians, by the Director of Libraries) and on successful completion of the course be reimbursed by two-thirds of the regular fee until completion of three years' service and then reimbursement of 90% of course fee will apply.

Occasional Courses:
A member of the academic staff may enrol in any McGill University course, including courses in the Centre for Continuing Education, and on successful completion of the course(s) be reimbursed two-thirds of the regular fee. After completion of three years' service, reimbursement will be at 90% of course fee. A member of the academic staff may register for up to four one-half courses or two full courses over a twelve-month period.

Dependent of Academic Staff: (spouse and children under the age of 25)
The dependent spouse or dependent child(ren) of a Professor, Associate Professor, Assistant Professor and Librarian, may enrol in a regular degree or diploma program as a full-time student, in one of the faculties of McGill, and pay one-third of the normal course fee. The candidate must be accepted by the faculty concerned and must maintain a satisfactory standing, as defined by the faculty, in order to continue to be eligible for the fee reduction. The dependent child(ren) or dependent spouse of a Lecturer are eligible under this section of the policy after one year of full-time service as a Lecturer.

1. Staff Tuition Assistance (Continued)

In order for dependents to be reimbursed for courses taken at the University, the staff member must continue employment with the University for the duration of the course.

The dependent spouse or dependent child(ren) of a member of staff who dies after ten years of continuous full-time service, will be exempt from any course fee.

2. SABBATICAL LEAVE

At present Librarians are not eligible for paid sabbatical leave.

Applications for study leave are submitted to the Director of Libraries through the Area Librarians, and recommendations made after studying the merits and circumstances of each particular request are forwarded to the Board of Governors.

3. MATERNITY LEAVE

Library staff are given seventeen weeks unpaid maternity leave, and are eligible for Unemployment Insurance benefits. A committee of the Faculty Association is working on a policy for academic staff, and a committee of the Librarians' Association has drafted proposals to the Director of Libraries, which are under consideration.

4. SICK LEAVE

Incidental illness of members of the academic staff is not recorded officially, but librarians must inform their department or library when they are absent because of illness.

In the case of major illness, after an absence of two weeks' duration, the staff member goes on salary continuance, which means that full salary is paid for a maximum of six months. A member who is not able to return to work after six months joins the long term disability plan, which pays 70% of the salary for as long as the employee is unable to work, that is, up to age 65.

5. VACATION

Librarians are entitled to 22 days vacation after one year of service and 27 days' vacation after 10 years of service and 32 days after 25 years.

## 6. STATUTORY HOLIDAYS

Holidays with Pay

This policy applies to regular full-time staff excluding those covered by Collective Labour Agreements. Casual employees are not eligible for paid holidays.

The following ten days will be declared holidays with pay:

New Year's Day
Good Friday
Easter Monday
Victoria Day
La Fête Nationale du Québec
Dominion Day
Labour Day
Thanksgiving Day
Christmas Day
December 26

Three additional days will be granted over the Christmas/New Year period; the schedule to be established yearly.

## 7. TRAVEL FUNDS

Attendance at conferences, workshops, etc. is part of a librarian's professional responsibilities, and travel funds are available for this purpose. As the budget is limited, it is not possible for the library system to cover all requests for travelling expenses, and greater financial support is given to staff who travel on library business or who are taking an active part in meetings as committee chairmen, speakers, etc. While the Faculty of Graduate Studies and Research have limited funds for travel and conference attendance, Librarians as part of the academic sector are eligible to apply. Grants are usually made in cases where a paper is being presented.

8. LIFE INSURANCE

Membership in this plan is compulsory for all full-time staff members. Part-time staff with an appointment at the University of at least nine months' duration, who are paid on a weekly or semi-monthly basis, at an annualized rate of not less than $4,000 are also eligible to participate if they have opted to join the package plan of three mandatory benefits: Group Life Insurance, Long-Term Disability Insurance and Pension coverage. The life insurance coverage is based on salary, age and dependent status. For a single person, coverage is two times annual salary decreasing with age. For a staff member who elects dependent coverage, the amount of insurance would be four times annual salary to a maximum of $240,000. This coverage also decreases with age. An employee who retires from McGill is eligible to continue this insurance at the McGill group rates.

9. SUPPLEMENTAL HEALTH INSURANCE

The University offers a health insurance plan which is supplemental to the Provincial Medicare and Hospitalization schemes. Membership in the plan is voluntary for full time staff members, and is available to part-time staff as part of a "package" of benefits. Coverage is provided for the employee, his/her spouse and any children under the age of 21 or of any age if a full-time student. Application for membership may be made upon commencement of employment or five weeks in advance of the opening dates (January 1st and July 1st of each year).

10. LONG-TERM DISABILITY INSURANCE

Membership in this plan is compulsory for all full-time staff members. Part-time staff with an appointment at the University of at least nine months' duration, who are paid on a weekly or semi-monthly basis at an annualized rate of not less than $4,000, are also eligible to participate if they have opted to join the package plan of three mandatory benefits: Group Life Insurance, Long-Term Disability Insurance and Pension coverage. The Long-Term Disability plan gives the assurance that were a staff member to become disabled, he or she would be able to count on financial protection.

For the first six months of an illness, the employee will continue to receive full salary from the University under the provisions of the Salary Continuance Plan, as long as proper medical evidence of disability is submitted. At the beginning of the seventh month, the Department of Pensions, Benefits & Research will arrange for the employee to be placed on Long-Term Disability benefits. This plan guarantees 70% of salary until disability ceases or until retirement, if earlier.

11. PENSIONS

All employees of the University over the age of 30 and having a full-time appointment expected to last more than 3 months must belong to the McGill Pension Plan. In the case of academic staff, full-time shall be as determined by the terms of employment as approved by the Board of Governors at the time of appointment. For non-academic staff, full-time means 22½ hours or more per week. For staff members under the age of 30 membership in the Plan is optional.

11. Pensions (Continued)

Part-time staff with an appointment at the University of at least nine months' duration, who are paid on a weekly or semi-monthly basis at an annualized rate of not less than $4,000 are also eligible to participate if they have opted to join the package plan of three mandatory benefits: Group Life Insurance, Long-Term Disability Insurance and Pension coverage. For employees under the age of 30 who have elected to participate in the plan, pension coverage is also available.

A deduction of 5% is made from the salary of all members to cover the member's contribution to the McGill Plan and to the Quebec Pension Plan. The contribution to the latter is at the rate of 1.8% of the maximum pensionable earnings. The amount of pensionable earnings has been determined as all earnings above $1,000 per annum to a maximum of $10,400 in 1978.

12. PARKING REGULATIONS

The areas available for parking purposes are limited and, as a result, demands for space exceed the supply. Preference is given to those for whom public transport is not readily accessible.

The parking facilities are intended to be self-supporting but non-profit, and all users share through the payment of fees in providing maintenance, supervision and improvements. This fee is $15.00 per month.

THE UNIVERSITY OF GEORGIA

Inter-office Communication

To: John Christoffersson Date: June 16, 1978

From: Barbara Stephens Phone:

Subject: Fringe benefits for Librarians

1. 21 working days annual leave per year
2. Sick leave
3. 10 paid holidays
4. Group health insurance for individual and family coverage
5. Free basic life insurance; supplemental life insurance with cost based on salary.
6. Long term disability insurance with cost based on salary.
7. Participation in various annuity programs.

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Georgetown University
Academic Fringe Benefits

LIFE INSURANCE:

All personnel are required, as a condition of employment, to participate in one of the group life insurance plans.

Basic Plan: One times the annual salary to a maximum of $30,000.

Optional Plan: Two times the annual salary to a maximum of $100,000

Supplemental Plan: Three times the annual salary to a maximum of $100,000.

The monthly employee contribution is $.25 per $1,000. after the first $5,000 plus a portion of each $1,000 thereafter.

HEALTH INSURANCE:

Personnel may join any one of three plans:

Blue Cross/Blue Shield: Comprehensive plan. The employee pays $10.86 for single coverage and $31.30 for family coverage per month.

Blue Cross/Blue Shield: Comprehensive plan with UCR option. The employee pays $13.84 for single coverage and $38.72 for family coverage per month.

Health Maintenance Organization: Single coverage costs from $9.14 to$14.12 and family coverage from $33.18 to $40.06 per month.

LONG TERM DISABILITY:

This plan provides for the continuation of income during periods of disability beyond three months. The cost to the participant is $.55 per $100 of salary per month. In the event of total disability, this insurance provides an income equal to 60% of the monthly salary, subject to a maximum benefit of $2,000 per month. The University will continue the salary of any disabled academic employee during the first ninety days of disability.

RETIREMENT PLAN:

The University participates in TIAA and CREF retirement plans. Participation in this plan is mandatory for all academic personnel between the ages of 25 and 65. Participants pay a minimum of 2% of their annual salary and the University contributes 10%.

TAX DEFERRED ANNUITY/DEFERRED COMPENSATION:

The University will, upon the request of an employee, pay a portion of compensation in the form of an annuity. Income tax on this amount may be deferred until the income is received in the form of an annuity, subject to the provisions of the Internal Revenue Code.

SOCIAL SECURITY:

The cost of this insurance is fixed by law and is paid equally by the individual and the University. The 1978 wage base is $17,700 and the tax rate is 6.05%. Social Security deductions are mandatory.

ON THE JOB INJURIES: If it is practical, employees of the University injured on duty may be sent or taken to the Employee Health Service. When this Service is closed, or if the injury is of a serious nature, the employee may be sent or taken to the University Hospital for medical attention.

UNEMPLOYMENT COMPENSATION: The University is a self-insured employer paying 100% of the cost of unemployment compensation for former employees who are found to be eligible for unemployment compensation.

LEAVE POLICIES FOR LIBRARIANS:

Vacation Leave: Accumulates at the rate of 22 days for the first year, and one additional day for each succeeding year, up to a maximum of 32 days per year.
Sick Leave: Accumulates at the rate of 12 days per year. There is no limit on the amount that may be accumulated.
Compassionate Leave: May be granted by the University Librarian for up to 5 days due to the death or serious illness of a member of a person's immediate family.
Administrative Leave: May be granted at the University Librarian's discretion to persons absent on library related business, such as library conferences or approved training or educational programs.
Maternity Leave: Is available as Leave of Absence Without Pay, for a period not to exceed four months.

EDUCATIONAL BENEFITS:

Degree Programs: Participants may apply to any school within the University as a degree candidate after having completed one year of full time service. Full tuition costs will be provided for the equivalent of up to four academic years. Tuitional grants are also available to dependents of employees with 2 or more years of full-time,consecutive service.
Foreign Language Courses: Tuitional grants are also available to any librarian who wishes to take foreign language courses at any time.
Continuing Education Courses: A discount is given to any employee who wishes to enroll in courses offered by the School for Continuing Education.
Special Courses, Workshops, etc.: Librarians who are asked or who may request to take specified job related courses, attend workshops or seminars, etc., are compensated for the costs relating to them.

HOLIDAYS: The University designates 12 holidays each year.

DISCOUNT BUYING SERVICES: The University makes available to interested employees a discount buying plan administered through United Buying Service. This service enables employees to purchase such things as automobiles, appliances, home furnishings, etc., at reduced prices.

FEDERAL CREDIT UNION: A Federal Credit Union exists at the University. Any employee is eligible to join the credit union, which offers a variety of low-cost loans, savings accounts, etc.

PARKING: On campus parking is available to all full-time employees. A fee is charged (currently $9 per month), which may be deducted from an employee's paycheck.

GUTS BUSES: Any member of the University Community is eligible to ride on the buses provided by the Georgetown University Transportation Society (GUTS). Route maps and schedules are available from the Society. University identification is required to purchase tickets.

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UNIVERSITY OF WASHINGTON LIBRARIES
Office of the Director

August 3, 1977

TO: Director's Staff Group
Division Heads
Branch Heads
Section Heads

FROM: John K. Mayeski
Library Personnel Officer

SUBJECT: Personnel Memorandum #6,
Librarian Fringe Benefits,
Revised August 3, 1977

The attached Library Personnel Memorandum #6 on the subject of Librarian Fringe Benefits has been revised to include the most current information available. Please share this information with all the librarians in your unit, both full-time and part-time. Librarians with temporary appointments of less than six months' duration are not eligible for the benefits listed.

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| FRINGE BENEFITS | DEFINITION | ELIGIBILITY | CONDITIONS |
|---|---|---|---|
| Paid Holidays | Eleven paid holidays in addition to others designated by President:<br>New Year's Day<br>Washington's Birthday<br>Memorial Day<br>Incependence Day<br>Labor Day<br>Veteran's Day<br>Thanksgiving Day<br>Friday following Thanksgiving Day<br>Usually day before or after Christmas<br>Christmas Day<br>Personal Holiday<br>(Personnel Memorandum #20, 8/19/76) | Upon employment. Prorated for part-time. | When a holiday falls on Sunday, Monday shall be considered a holiday. When a holiday falls on Saturday, compensatory time is granted. |
| Professional Leave | Librarians II and above. The purpose of professional leave with or without pay is to increase the schclarship and professional development of librarians and thereby enhance their capacity for service to the University. (Univ. Handbook vol. four, part V, ch. 4; vol. five, ch. 1, sec. 9) | The character of the applicant's plan, its application to his/her effectiveness as a librarian, and ability to carry it out are important considerations in the granting of leave. | Univ. Handbook vol. five, ch. 1, sec. 9--"Guidelines and Procedures Relating to Professional Leave" applies also to eligible librarians as does Univ. Handbook vol. four, part V, ch. 4 |
| Release Time | Time off for classes need not be made up. (General Order No. 5, Rev. 8/8/73) | Upon employment. Prorated for part-time. | Mutual arrangement agreed upon by librarian, colleagues, and supervisor. |
| Retirement | (Univ. Handbook vol. four, part V, ch. 18, sec. 6) | Appointments effective prior to July 1, 1973, at age 70; appointments as of July 1, 1973, at age 65. | It is University custom that administrators retire at age 65. By definition this includes staff members at the Director, Division and Branch Head level. |



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| FRINGE BENEFITS | DEFINITION | ELIGIBILITY | CONDITIONS |
|---|---|---|---|
| Long Term Disability (LTD) | $50 per month automatic coverage paid by the University. Additional coverage available. | Upon employment. | Premium paid by University. Employee pays premium if additional coverage is desired. |
| Sick Leave | One 8-hour working day per month. No maximum accrual. | After one month; accrual begins on employment. Prorated for part-time. | |
| Social Security | Federal program of retirement and survivor's benefits and Medicare. (Univ. Handbook vol. four, part V, ch. 18, sec. 3-D, sec. 4-C) | Upon employment. | University matches employee contributions in accordance with current premium schdule. |
| TIAA/CREF | Combination pension and annuity retirement program. (Univ. Handbook vol. four, part V, ch. 18, sec. 1-9) | Upon employment; consult Retirement and Insurance Office for details. | University matches employee contribution. Over age 35: 7½%. Age 50 or over may increase contribution to 10%. Under age 35: 5% of annual salary. |
| Vacation | Two working days (16 hours) per month; maximum accrual 36 days. (Personnel Memorandum #17, 3/24/76) | After the first month of employment; accrual begins upon employment. Prorated for part-time. | Time to be taken when convenient to the unit and librarian. |
| Workman's Compensation | Compensation for occupational diseases or injuries which occur during the course of employment. | Upon employment. | University pays entire premium except for small monthly contributions for medical aid portion. |

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8/3/77

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# III. BENEFIT PROGRAMS AND SERVICES

This section gives brief summaries of the chief programs that prevail throughout the University. For detailed information, the reader should consult, as appropriate, the published texts of benefit plans, the person to whom responsible, or the appropriate Dean's Office; or call the phone numbers provided. One of the most comprehensive and up-to-date descriptions of University services for staff is the pamphlet *An Introduction to Harvard* (revised edition, 1977), available from Harvard Neighbors, 17 Quincy Street. The University Library Personnel Office (5-3721) is always ready to answer or direct a question.

It should be noted that librarians are generally eligible for all benefits and services listed below immediately upon joining the staff.

## A. Health and Retirement Plans

Upon joining the University, each new staff member receives a packet prepared by the University Personnel Office. This packet contains information and enrollment forms for the plans described below. All staff working at least 17½ hours per week or earning at least $5,000 per year are eligible to enroll in these plans.

1. *Medical plans.* The University offers a choice of three medical plans: Blue Cross/Blue Shield (Master Medical) Plan, the Harvard University Group Health Program, and the Harvard Community Health Plan. In the BC/BS Master Medical Plan, one may use the services of the doctor or hospital of one's choice. The staff member (but not his/her family) may also use the facilities of the University Health Services. In the Harvard University Group Health Program medical treatment for the member and his/her family is obtained at the University Health Services. Those in the Community Health Plan obtain services at a facility on Cambridge Street, Cambridge, or in Kenmore Square, Boston.

Regardless of the plan one choses, the staff member may use the University Health Services from the first day of work (although one

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will be billed later if not enrolled in Plan I or II). A booklet describing the facilities and services is available at the University Health Services.

2. *Total disability plan.* This plan provides income protection in case of long-term total disability. Following a period of time at full salary, the participant is guaranteed 60% of the basic salary, including Social Security or Workmen's Compensation.

All eligible staff are automatically enrolled in this plan. Those not wishing to participate may sign a waiver card in the Benefits Office. There is no cost for those with salaries under $12,000 per year. For those earning $12,000 or more per year, the monthly premium is based on salary and is outlined in the pamphlet on the plan.

3. *Group life insurance.* Contributory term life insurance in the amount of 1½ or 3 times annual earnings is available. In addition, free insurance equal to one-half annual earnings is provided.

If contributory insurance is not elected, free insurance equal to the greater of $3,000 or two month's earnings is provided.

4. *Retirement income plans.* Several retirement plans are in effect at Harvard, depending on the date of appointment of the individual. However, those librarians appointed since July 1973 (except as stated below) are eligible for participation only in the University Staff Retirement Income Plan. This plan is non-contributory (i.e., the cost is borne completely by the University); the retirement income objective for a participant with 25 years of University service is a disposable income of between 70 and 80 percent (including Social Security) of pre-retirement disposable income. No benefits accrue to the participant before five years of service and 30 years of age.

Newly-appointed officers who previously were participants in the Retirement Income Plan for Officers of Instruction and Administration are enrolled in TIAA-CREF if the period of their break in service is less than their prior participation or less than 50 months.

Also available is a supplemental retirement annuity plan, administered by TIAA. Under this program a part of one's salary can be "tax-sheltered" in a retirement annuity contract, cashable at any time.



## B. Social Security; Unemployment Compensation

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All University staff members are eligible for the benefit program generally known as "Social Security."

Additionally, University staff are also covered by the unemployment compensation program administered by the Commonwealth.

## C. Absences and Leaves

(Note: Certain policies described below are under revision at the time of publication of this handbook.)

1. *Vacation.* Librarians receive one month of vacation per year. Normally, the vacation time must be taken during the fiscal year following that in which it is earned. Those who have been with the University for twenty-five years receive an additional month after the twenty-fifth year and every five years thereafter.

2. *Holidays.* The following holidays are observed by the University: New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas. University offices close at noon on Christmas Eve (24 December). Commencement Day is a partial or full holiday in some parts of the University. Additionally, all staff members receive three other holidays, which may be designated or selected by the individual — practice varies from year to year.

Holidays which fall on a Sunday are observed on the following Monday. Staff who are required to work on a holiday receive compensatory time off.

3. *Sickness.* Generally, librarians may be absent from work as necessary for personal and family sickness and medical visits. However, if absences are significantly affecting responsibilities to the Library, appropriate action is considered. Such action could include making up lost time, reduction to part-time status, or consideration of disability status.

4. *Maternity and paternity leave.* Librarians are entitled to maternity leave to a maximum period of one year. No University-wide policy on the number of months of leave with salary has yet been established. However, general practice has been to pay salary for the period of disability. The remainder of the leave time is without salary.

Paternity leave without salary is generally available for a maximum period of one year.

5. *Professional leave.* It is the policy of the University Library to encourage librarians to take opportunities for professional and career growth while continuing their Harvard appointments. (See Section IV for additional information.) Thus, such absences, with or without salary, may be granted insofar as staffing and budgetary considerations permit. Librarians considering requests for leaves of absence should consult the persons to whom they are responsible.

6. *Personal leave.* Leaves without salary for compelling personal reasons may be granted, depending on staffing arrangements.

7. *Miscellaneous absences.* Librarians are entitled to be absent on such occasions as jury duty, family deaths, and military reserve training. Normally, salary will be continued during these absences.

## D. Miscellaneous University Services and Programs

1. *Identification card.* Soon after joining the University each new Harvard staff member receives in the mail from the Name and Address File Office of the Office of Fiscal Services a plastic ID card.

2. *Salary checks.* Librarians appointed since 1 July 1974 may be paid on a semi-monthly (the 12th and 26th) or on a monthly (last working day) basis. Checks may be sent to the office, home, or a bank. Such arrangements are made through the appropriate Faculty or department official at the time of joining the staff. Monthly premiums for the benefit plans described above are handled as salary deductions.

3. *Orientation.* The University Personnel Office holds an orientation session for new University staff members each Tuesday, 10:00 a.m., in the basement of Memorial Hall. (Orientation meetings are also held



in the Medical Area.) The University Library Committee on Communications and Orientation also provides orientation for new librarians. Finally, the College Library holds an orientation session (announced in *HUL Notes*) to which all Library staff are invited.

4. *Housing assistance.* The University has a Housing Office which maintains lists of all types of housing in the Boston area. The office, located at 7 Ware Street (x5-3377), requires proof of Harvard affiliation for access to its services. This Office also has information on Harvard-owned housing.

5. *Second mortgage loans for houses.* The University has a mortgage plan available for those with a salary above a certain amount (adjusted annually). This plan provides *second* mortgage funds of up to 20 percent of the purchase price or $20,000, whichever is less. The loan is available at a rate of ¼ percent over the market rate of first mortgages prevailing at the time of application. For additional details, phone x5-2761. Interested persons should also consult with the appropriate Dean.

6. *Educational loans.* The University has a program for providing loans to University staff for the higher education of their dependents. Telephone x5-2761 for details of current provisions.

7. *Credit Union.* The Harvard University Employees' Credit Union is located in Holyoke Center and provides a range of savings and loan services. Payments are handled by payroll deductions. Mortgage loans for houses are occasionally available through the Credit Union. The phone number is x5-5460.

8. *Purchasing.* Discounts on the regular prices of a variety of goods and services are available to University staff members. The Purchasing Office in Holyoke Center maintains a current list of establishments (such as hotels, auto rental agencies, appliances stores) offering the discounts.

9. *Athletic facilities.* All athletic facilities are available (with certain schedule restrictions) to Harvard staff upon payment of certain fees. Complete information on the facilities as well as participation cards are available at the Department of Athletics, 60 Boylston Street, telephone x5-4848.

10. *Charter flights.* The Harvard Student Agencies sponsor low-cost charter flights to European cities and the West Coast. Call 864-0380 for more details.

11. *Day Care facilities.* There are six child care centers within the University, operated primarily for staff and students. For information about the centers or space availabilities, call x5-2680.

12. *Harvard Coop.* The Harvard Cooperative Society operates department stores (including the largest bookstore in the Boston area) in Harvard Square, at the Business School, M.I.T., and in the Medical Area. Members receive an annual refund on all purchases; the most recent refund was 8.0 percent.

13. *Libraries.* The use of all Harvard libraries is available to University staff and spouses. The University ID card serves as an identification and charge card in most libraries; spouses should inquire in the libraries which they are interested in using.

14. *Parking.* Parking facilities, for a charge based on the type of use, are available.

15. *Faculty Club.* All University officers are automatically members of the Harvard Faculty Club (including the Business School Club) at no charge. The Club, located at 20 Quincy Street, provides a variety of food, lodging, meeting, and party facilities. Members are billed each month or arrange for charges to be deducted from salary. Harvard officers may also use the M.I.T. Faculty Club as members and are welcome at many other university faculty clubs throughout the country.

16. *Travel insurance.* The University provides life insurance of $100,000 for any staff member on official business. Those traveling on University business should insure that authorization is received prior to departure.

17. *Tuition Assistance Plan.* Librarians appointed after 1 July 1974 are eligible for the Tuition Assistance Plan, which provides assistance in the form of partial tuition remission and released time both for Harvard and non-Harvard courses taken for credit. Included in the program are courses offered by the Harvard Summer School and the





Extension program. Although not eligible for TAP, librarians appointed prior to 1 July 1974 continue to be eligible to take one course per semester free of tuition charges.

Complete details on the Tuition Assistance Plan are provided in a sheet entitled "Tuition Assistance Plan Guidelines and Procedures," available in administrative and personnel offices.

18. *MBTA Pass Program.* Under this program, staff members may purchase from the University passes which allow the user unlimited use of the MBTA within the conditions of the pass. A variety of passes, issued monthly, are available. Inquiries about the various types of passes and applications should be made to the Name and Address File Office, Holyoke Center 352 (x5-3322).

Princeton University

033

# VII. BENEFIT PROGRAMS FOR THE PROFESSIONAL LIBRARY STAFF

The following summary of the benefit programs offered by the University to Staff members is for general information only. University benefit programs are subject to change on the recommendation of the University Pension and Benefits Committee. Eligibility for some of the benefits described below is dependent upon rank and/or age, and part-time Staff members who are on less than one-half time appointment are not eligible for most benefits.

Members of the Staff should consult the Personnel Librarian for specific information on their benefit programs.

The Professional Library Staff presently participates in the following programs, some of which have eligibility requirements.

## A. Retirement Program

Members of the Professional Library Staff participate in the retirement annuity program established by the University in conjunction with the Teachers Insurance and Annuity Association (T.I.A.A.) and the affiliated College Retirement Equities Fund (C.R.E.F.).

## B. Insurance Programs

*1. Social Security*

Professional Staff members are covered under the Federal Social Security Program through payment of equal contributions by the member and the University.

*2. Life Insurance*

The University offers term life insurance which becomes effective upon employment and the opportunity to purchase supplemental life insurance through the University.

*3. Group Accidental Death and Dismemberment Coverage*

In addition to the basic term life insurance noted above, provision is made by the University for parallel protection against



accidental death or dismemberment. The additional amounts of benefit provided under such coverage are the same as those under the basic Life Insurance Program, with which this coverage is associated.

*4. Temporary Disability*

Employment at Princeton is covered under the New Jersey Temporary Disability Insurance Law. In case of personal illness or injury that renders the individual unable to perform normal duties, sick leave at full salary continues during such disability up to 26 weeks. (For additional information, see VI B.)

*5. Disability Protection*

The University provides a Total Disability Plan for those members 30 or over participating in the retirement annuity plan.

*6. Workmen's Compensation*

Professional Library Staff members are covered by Workmen's Compensation in accordance with the Employer's Liability Insurance Law of the State of New Jersey.

*7. Hospitalization and Medical Insurance*

Staff members and their families may participate in the New Jersey Blue Cross and Blue Shield insurance programs. The cost of this protection is borne by the member through salary deductions, but at a reduced group rate.

*8. Major Medical Insurance*

The University provides protection against major medical expense for the Staff member and his or her dependents. The benefits provided are closely interrelated with those available under the University group plans for Blue Cross and Blue Shield insurance and are intended to supplement those programs.

*9. Comprehensive Medical Insurance*

Staff members may purchase a Comprehensive Medical Plan as a substitute for 8 and 9 above.

*10. Liability Insurance*

The University provides liability insurance protecting it and employees acting within the normal course of University employment against damage suits brought by third parties for bodily injury or property damage.

### C. Tuition Grants and Loans

After a prescribed period of service, members of the Professional Library Staff may qualify for assistance in meeting the college expenses of their children through educational loans and tuition grants. Information on these programs is released annually. Details may be obtained from the Office of Personnel Services.

### D. Educational Opportunities

*1. Auditing of Courses at Princeton University*

Members of the Professional Library Staff may audit one course per semester in the University without fee and with excused absence at the discretion of their supervisor and of the instructor and department in which the course is offered. Ordinarily, such course work should be related to the Staff member's professional responsibility in the Library. Members of the Professional Library Staff may not be candidates for a Princeton degree except as they fulfill the requirements of the Graduate School.

*2. Princeton University Continuing Education Program*

All Professional Library Staff members whose appointment is 50% of time or greater and their spouses may have the opportunity to attend one or more courses a semester at a reduced tuition rate as part of the University's Continuing Education Program. Admission to the Program is selective, based on the quality of the applicant's academic and nonacademic experience as related to his or her plan of study. Applicants are asked to submit letters of reference, transcripts, and test scores if available. Admissions decisions are made by the Dean of the Graduate School or the Dean of the College as appropriate on recommendation of the Faculty Committee on Continuing Education. Continuing Education students are full participants in class, are responsible for all aspects of the work, and will receive a transcript of grades for completed courses, though they may not be Princeton degree candidates.

Membership in this reduced tuition program is available to employees with over six months of regular employment. Satisfactory arrangements for absences to attend class must be made with the individual department head.

Tuition charges are on a reduced scale and are announced by the Continuing Education Program.

*3. Educational Loan Plan*

An Educational Loan Plan has been created to enable eligible Professional Library Staff members with one year of service to apply for loans to cover the tuition and fees of an accredited institution where they are enrolled in selected courses or in a program of study leading to an advanced degree. Upon the successful completion of the program of study, the loan may be forgiven over a period of years of continued employment by the University.

SABBATICAL LEAVE

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## SABBATICAL LEAVE

A full-time, tenured member of the academic faculty may be granted a sabbatical leave and shall become eligible for such leave at the end of six years of service from the initial date of full-time appointment or from the termination date of a previous sabbatical leave. All time spent on unpaid leaves of absence shall be excluded in determining years of service.

A sabbatical leave shall be granted in recognition of meritorious service and in the reasonable expectation that it will result in the scholarly enrichment and increased professional competence of the faculty member and, therefore, be of mutual benefit to the University and the faculty member.

A full-pay sabbatical may be granted for a maximum of six months (from July 1 through December 31, or from January 1 through June 30). A half-pay sabbatical may be granted for a calendar year (from July 1 through June 30 of the following year; from the beginning of the Fall Semester to the beginning of the following Fall Semester; or from the end of the Spring Semester to the end of the following Spring Semester).

Applications for Sabbatical Leave are to be submitted by the department chairman to the dean of the college or school, and by the dean to the Vice President for Academic Affairs, in accordance with the time schedules established in the Planning Calendar. Each application (four copies) is to be supported with a detailed statement to show it is for legitimate professional improvement and is likely to contribute to the University's academic excellence. When submitted to the Vice President, the Applications for Sabbatical Leave should be accompanied by a listing from the dean of the priority order of the applications.

A recipient of a sabbatical leave is permitted to receive additional financial assistance from sources other than the University, provided the specific arrangements have received administrative approval. However, during the period of the sabbatical leave, a faculty member shall not engage in salaried work for any other employer without the prior approval of the President, or the Vice President for Academic Affairs.

Following a sabbatical leave, a faculty member must return to Southern Illinois University-Carbondale for a period of one year, or he is required to repay the full amount which he was paid while on sabbatical. The Application for Sabbatical Leave shall include a statement that the applicant recognizes the propriety of returning to the University for one year of service following the leave.

A written report summarizing what was accomplished during the leave shall be submitted to the department chairman, the dean, and the Vice President for Academic Affairs within one semester following the termination of the leave. Also, in the case of a research project, a copy of the report shall be filed with the Office of Research and Projects.

(continued on next page)

SABBATICAL LEAVE
(continued)

If a sabbatical leave is granted for a full year at half pay, a temporary replacement shall be authorized to the department within the budgetary constraint of the half salary of the sabbatical leave request. If a sabbatical leave is granted for six months at full pay, a replacement is not authorized, and the department is expected to absorb the work load.

Vacation entitlement does not accrue during the period of sabbatical leave. A faculty member appointed on a fiscal year basis, and approved for a sabbatical leave, is entitled to vacation time based on his period of campus service only.

NOTE: A person who is granted a sabbatical leave should check with the Personnel Services Office before departure, and upon return, to be sure his fringe benefits will be handled properly during his absence.

RELEVANT FORM: See Sample B26-A

SOURCE OF SUPPLY: General Stores

SOUTHERN ILLINOIS UNIVERSITY

AT CARBONDALE

Office of the Vice President for
Academic Affairs and Research

March 3, 1978

MEMO TO: Deans, D.E.O.'s and Faculty

FROM: James A. Tweedy

SUBJECT: Policy for Mini-Sabbaticals

I. OBJECTIVES

To enhance the quality of the instructional program at SIU-C by adding an outside dimension to the individual creativity of university faculty members. This might be accomplished by a visit to those institutions recognized as having a successful new program, a different approach to course content, new classroom or laboratory techniques, a restructured curriculum, or success in student retention or services.

II. ELIGIBILITY

All full-time faculty members on continuing or permanent appointment are eligible.

III. DETAILS OF PROGRAM

A. In May 1978 mini-sabbaticals will be awarded with a maximum of $600 per grant. Sabbaticals must be taken during the period May 16, 1978 to December 15, 1978. An announcement for mini-sabbaticals to be taken during the period December 16, 1978 through May 15, 1979 will be circulated about September 15, 1978. Do not submit proposals for the later period at this time.

B. The duration of a mini-sabbatical will be a maximum of one week, with the money to be used primarily for travel, lodging, and per diem, in accordance with university regulations.

C. Normal contact teaching obligations of mini-sabbatical participants will be assumed by other faculty or staff in the department concerned.

IV. PROCEDURE FOR PARTICIPATION

A faculty member desiring to participate in this program must submit six (6) copies of a proposal through the D.E.O. (or other appropriate administrative officer, if not in a department) and his or her Dean to the Office of the Vice President for

Academic Affairs & Research by March 31, 1978. The proposals will be reviewed by the Undergraduate Teaching and Curriculum Committee, and their recommendations will be forwarded to the Vice President for Academic Affairs and Research. The grants will be distributed on the basis of merit with every effort being made to ensure an equitable distribution among colleges. The proposal must contain the following:

A. Name of faculty member, department and college involved, and complete vita.

B. Statement or purpose of the mini-sabbatical. Statement must specify how the proposal relates to one or more of the following:

1. Instructor improvement in teaching methods.
2. Instructor improvement in subject content.
3. Course or curriculum development and/or improvement.
4. Media utilization.
5. Improvement in student services.
6. Improvement in evaluation.
7. Other (specify).

C. A budget for accomplishing the proposed visit.

D. A statement from the D.E.O.: (1) certifying the form of appointment held by the faculty member, (2) commenting on the relevance of the proposal and its probable educational impact, (3) acknowledging that the participant's classes will be covered during the absence, and (4) indicating that there is no significant overlap in past or present departmental proposals.

E. Approval of the Dean.

F. Following completion of the visit, the participant will:

1. Submit the necessary bills to the Office of the Vice President for Academic Affairs and Research for reimbursement.

2. The faculty member should include a statement in the proposal that a short summary of recommendations for implementation of mini-sabbatical experiences will be forwarded to the Vice President for Academic Affairs and Research within one month of completion of the visit. It is recommended that the faculty member hold a seminar to make others aware of the concepts and ideas generated by the mini-sabbatical.

The Mini-Sabbatical Criteria Rating Form attached to this material is the one used by the committee to evaluate proposals. The form is attached for information purposes. It might be helpful to use the form as a check list to ensure that all the required information is included in the proposal.

jmg

MINI-SABBATICALS TO AID INSTRUCTION AT SIU-C

The purpose of the Mini-Sabbatical Program is to enhance the quality of the instructional program at SIU-C by augmenting the individual creativity of the university faculty members. This might be accomplished by a visit to those institutions recognized as having a successful new program, a different approach to course content, new classroom or laboratory techniques, a restructured curriculum, or success in student retention or services. All full-time faculty members on continuing or permanent appointment are eligible to apply for the awards which carry a maximum stipend of $600 to cover travel, lodging, and meals.

Normal contact teaching obligations of mini-sabbatical participants will be assumed by other faculty or staff in the department concerned.

Procedural details to be followed by mini-sabbatical applicants are attached. Please note that proposals must be forwarded to the Vice President for Academic Affairs and Research no later than March 31, 1978. Announcements of successful applicants will be made prior to the end of the spring semester.

Sub-committees made up of members of the Undergraduate Teaching and Curriculum Committee, which consists of Mary Barron (Accountancy), Dorothy Bleyer (School of Technical Careers), Carl Hausler (Animal Industry), James Evers (Engineering Mechanics and Materials), Walter Ellis (Physical Education), Marvin Kleinau (Speech Communication), Beverly Gulley (Child & Family), James Crenshaw (Mathematics), Judy Harwood (Morris Library), and John Yopp (Botany), will review the proposals and submit recommendations to the Vice President for Academic Affairs and Research.

An announcement for the mini-sabbatical proposals to be taken during the period December 16, 1978 through May 15, 1979 will be circulated September 15, 1978. Please do not submit proposals for this later period at this time. The deadline for the second round of proposals will be October 14, 1978.

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## MINI-SABBATICAL CRITERIA RATING FORM

Proposal of: _____
Name Department

- Does the proposal include the following information about the faculty member:

  ademic Unit yes____ no____ Vita yes____ no____

This proposal addresses improvement in the quality of instruction at SIU-C through (mark each applicable box and rate the probability):

| | | Least Probable | | | | Most Probable |
|---|---|---|---|---|---|---|
| ☐ | 1. Instructor improvement in teaching methods. | 1 | 2 | 3 | 4 | 5 |
| ☐ | 2. Instructor improvement in subject content. | 1 | 2 | 3 | 4 | 5 |
| ☐ | 3. Course or curriculum development and/or improvement. | 1 | 2 | 3 | 4 | 5 |
| ☐ | 4. Media Utilization. | 1 | 2 | 3 | 4 | 5 |
| ☐ | 5. Improvement in student services. | 1 | 2 | 3 | 4 | 5 |
| ☐ | 6. Improvement in evaluation | 1 | 2 | 3 | 4 | 5 |
| ☐ | 7. Other (Specify)_____ | 1 | 2 | 3 | 4 | 5 |

_____

C. Does the proposal include a budget and specific dates for travel? yes____ no____

D. Does the proposal include a statement from the Department Exeuctive Officer as specified in Section D of the guidelines including:
   1) Type of appointment held by the faculty member. yes____ no____
   2) Comments regarding the relevance of the proposal and its possible educational impact. yes____ no____
   3) Acknowledgement that the participant's classes will be covered during the absence. yes____ no____
   4) Verification that there is no significant overlap in past or present departmental proposals. yes____ no____

E. Does the proposal have the approval of the Dean? yes____ no____

F. Does the proposal include a statement by the faculty member that a report will be forwarded to the Vice President for Academic Affairs and Research within one month of completion of the visit? yes____ no____

G. Feasibility of attaining proposed objectives in time allotted. 1 2 3 4 5

H. Comments by reviewer:

roviding your own weighing numbers for the above items, determine an overall probability that this proposal will enhance the quality of instruction at SIU-C. 1 2 3 4 5

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SABBATICAL LEAVE

University provisions for sabbatical leave are set forth in the Faculty Handbook. The Sabbatical Policy for Twelve-Month Appointments, prepared in the Office of Legal Counsel and approved by the Vice-President for Academic Affairs, covers library faculty. A copy of this policy follows this description.

Three options, each with respective pay and vacation time, are available to library faculty who receive sabbatical leave. Option I provides 12 months of leave at 3/4 base pay and with annual vacation taken during the leave period. Option II provides two separate 6 months of leave at 3/4 base pay (the other 6 months of each year being at full base pay) and with 50% of annual vacation taken during the leave period. Option III provides 6 months of leave at full pay and with 50% of annual vacation time taken during the leave period.

Application for sabbatical leave is to be made during the academic year preceding the year in which the leave is sought. Applicant's request, including appropriate supporting material, is to be submitted to the department Director no later than December 1. The Director's recommendation must be sent to the Dean on or before December 15th. The Dean's recommendation is due in the Office of the Vice-President for Academic Affairs early in January.

Sabbatical Leaves, Research and Writing or other Independent, professionally related work projects.

In order to provide opportunities for continued professional growth and development of the faculty, a sabbatical leave program is offered by the University. Sabbatical leaves with pay are not granted automatically. A plan for a sabbatical leave should include such activities as research, additional study and preparation in new or different fields, any of which pertain to projects that relate to the educational mission of the University and to the professional development of the faculty member.

Sabbatical leave may be granted to librarians who have served six years or more in the University of Missouri. Librarians may apply to their supervisors and the Associate Director for either a leave for one year at half salary or a leave for one semester at full salary.

Semester sabbatical leave at full salary may be granted in lieu of regular sabbatical leave under the following conditions:

A. All applicants must have an unusually promising research project.

B. The research training of the candidates and their publication records should clearly indicate that they are well qualified to pursue their proposed research program.

C. There must be a valid reason for the applicants being unable to accept regular sabbatical leave of a full year on half pay.

All other rules and regulations pertaining to sabbatical leaves may be found in the Business Policy and Procedure Manual (03.54.01) which is available in the Administrative Offices.

## Research and Publications

The Library supports research and publishing, the results of which broaden the staff member's expertise and bring distinction to the Library System. With the approval of the supervisor, the staff member may conduct research or work on publications during regular work hours. Additional work space in the Libraries may be made available to those conducting research or working on publications. Requests for such work space should be made to the Associate Director.

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# SABBATICAL POLICY

A. Notification of eligibility.

Library faculty will be notified of their eligibility to apply for sabbatical leave according to the University procedures outlined on pages 55 to 56 of the Faculty Handbook.

B. Requirements for faculty submitting applications for sabbatical.

1. Faculty must be eligible to apply for sabbaticals according to University policy at the time the sabbatical is requested.

2. Faculty requesting sabbaticals must conform to the rules for application as outlined by the Faculty Handbook and as determined by the Library Sabbatical Committee.

3. Faculty members requesting sabbaticals must provide all pertinent data including a statement of intent for the use of sabbaticals and any supplementary information required by the Sabbatical Committee.

C. Statement of scholarly purpose or intent.

Each faculty member applying for sabbatical will submit a statement of purpose for the use of the leave. This statement should show serious intellectual intent for the purpose of "scholarly enrichment." The project need not necessarily be aimed towards publication and will not be subject to controls of schedules, reporting, etc., which are characteristic of funded research. The subject area of the proposal is not restricted to librarianship. However, the area should be one in which the faculty member has some background and potential for making a contribution.

A suitable statement of intent will be a qualifying condition for consideration for sabbatical leave. Except as a last resort, the proposed sabbatical project will not be used as a competitive standard for deciding among applicants. Rather, the Sabbatical Committee will determine if statements of intent meet established standards and will then apply the below criteria to qualifying applicants.

1. Years of service to the University library in a professional capacity. This includes service to the library previous to the granting of faculty status to librarians. Service to other universities either in professional or faculty status will not be considered for the purpose of awarding sabbaticals. Each year of half-time service to the University libraries will be credited as one half year of service. Faculty members appointed in any given fiscal year will be considered as having equal years of service regardless of the time during that year that they were appointed.

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2. Years of tenured service. In cases where library faculty members with identical time in service are competing for a limited number of sabbaticals, priority will be given to the faculty member with the longest time in service with tenure.

3. Sabbatical projects. When conflicts remain after the application of the above criteria, sabbaticals will be awarded to those applicants whose projects, in the judgment of the Sabbatical Committee, show the greatest potential for making a scholarly contribution of value.

D. Handling of sabbatical leaves denied.

A faculty member whose request is denied will be informed of the reason for the denial. This cause will determine the number of remaining years of eligibility.

1. If the faculty member rejects the opportunity to request sabbatical leave, he remains eligible to apply for two subsequent years. If the sabbatical leave is not applied for during the three years of eligibility, the faculty member must serve six years from the original date of eligibility before again becoming eligible to apply.

2. If a sabbatical request is denied because the statement of purpose does not meet the standards set by the Sabbatical Committee, the faculty member remains eligible for two subsequent years. If the standards are not met on three successive applications, the faculty member must serve six years from the original date of eligibility before again being eligible to apply.

3. If the request for sabbatical leave is denied because of unavailability of release time, the faculty member will not lose a year of eligibility. That is, a faculty member meeting all requirements for sabbatical will remain eligible until means are found to grant the sabbatical.

4. If sabbatical is denied because of a long list of eligibles and a limited number of sabbaticals, those denied will not lose a year of eligibility.

E. Policy for funding release time.

Whenever sabbaticals are granted, the library administration should apply for funds to replace in whole or in part the faculty member on leave. However, the granting of sabbaticals should not be contingent upon the receipt of funding for release time. If funding is not available, the library administration should determine if arrangements can be made for adequately replacing the faculty member on leave with existing professional staff. It must be recognized that operation of a sabbatical program will result in increased responsibility and workload for other members of the library faculty.

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In some cases it may be necessary for the library administration to specify the time of year in which sabbaticals may be taken. For example, the workload is less at some branch libraries and public service positions during the summer months. Therefore, the library administration may require that sabbaticals for persons filling those positions be granted only for the months April through August.

F. Length of sabbatical leave.

The term of the sabbatical leave for library faculty will be five months. Faculty members receiving sabbaticals may add accrued leave to this term if approved by the department head.

G. Sabbatical Committee.

It is recommended that a library sabbatical committee be formed consisting of five members elected from the general library faculty. Committee members should be elected for staggered two-year terms. For the first year, three members will be elected to two-year terms and two members to one-year terms.

Requests for sabbatical leaves will be submitted initially to the Library Sabbatical Committee. The Committee will recommend to the Director of Libraries those faculty members who should receive available sabbatical leaves. In doing so, the Committee should 1) determine those statements of intent which meet reasonable standards of potential value, 2) apply the criteria for determining priorities. The Committee may interview faculty members involved and request additional information as needed to determine its recommendations to the Director.

H. Procedures.

1. Before September 15th of each year, eligible faculty members will be notified of their eligibility to apply for sabbatical leave.

2. The Director of Libraries will inform the Library Sabbatical Committee of the number of sabbatical leaves which the library can afford to grant in the coming year.

3. Eligible library faculty members will submit their applications to the Sabbatical Committee.

4. The Committee will review the statements of intent, apply criteria and recommend to the Director of Libraries those persons who should receive available sabbatical leaves by September 30th of each year.

5. The library administration, in consultation with the faculty member involved and his department head, will make arrangements for reassigning the duties of the faculty member awarded leave.

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6. If after every effort, suitable arrangements cannot be made, the Director of Libraries will ask the Sabbatical Committee to provide the name of an alternate faculty member.

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CU 048

In all decisions of reappointment, length of appointment, and nonreappointment, the process begins with an interview between the librarian and his or her immediate supervisor. The supervisor forwards a recommendation to the Committee on Review. The Committee on Review makes a recommendation to the appropriate library administrator who, in turn, forwards his or her recommendation to the appropriate University Vice President.

Increases

The increases negotiated in collective bargaining will, of course, vary with every agreement. The across-the-board increase negotiated for 1977-78 was 4% of the 1976-77 base salary plus $200. An additional .5% of base salaries budgets was made available for merit increases.

The across-the-board increase for 1978-79 will be 5% of 1977-78 base salaries plus $300. An amount of .5% of base salaries will again be available for merit increases. All librarians who are members of the staff on June 30, 1978, will receive the 1978-79 increase.

Benefits

The librarians receive fringe benefits identical to those received by faculty members. These include provisions for tuition remission, payment of Blue Cross/ Blue Shield and Major Medical health insurance, retirement plans, disability insurance, and a variety of other benefits. Complete details on these benefits may be obtained from the University Personnel Office. Librarians are entitled to twenty-two days of vacation leave and fifteen days of sick leave per year.

Study and research leave

Study and research leave, for the purposes of intellectual and professional enrichment, may be granted to librarians after seven full years of service under the following schedule:

| | |
|---|---|
| one academic quarter..... | full salary |
| two academic quarters..... | 2/3 salary |
| three academic quarters..... | 1/2 salary |

Librarians should apply for study and research leave by October 1 of the year preceding the academic year in which they intend to take leave.

Other provisions

The Agreement also includes provisions which cover the election of peers to search committees, governance, and procedures for the discontinuation of libraries because of program changes or financial exigency.

A copy of the Agreement will be furnished to you upon request.

1-10-78
rev. 3-22-78

**Sabbatical Leaves for Librarians**

A similar set of procedures exist for granting sabbatical leaves to librarians. As with faculty members, a statement of proposed use of time is required to indicate the objectives of the proposed sabbatical leave program. Acceptable sabbatical leave proposals for librarians include scholarly and pedagogical research, creative work, post-master's study such as a second masters degree or doctorate (normally undertaken at another institution), and other projects satisfactory to the responsible committees and/or deans. The terms of librarians' sabbatical leave are that the leave will be for one semester at full salary or for one year at half salary. For purposes of reckoning the time for librarians, a semester is computed as five months and a year as ten months. Eligibility for librarians is calculated in the same manner as eligibility for faculty members. In matters such as scheduling, eligibility for fringe benefits while on leave, filing of reports, and reimbursement agreements, procedures for librarians are the same as those for faculty members.

*(Board of Trustees action; Administrative practice)*

**Fringe Benefits While on Sabbatical Leave**

Group Life Insurance

The University continues this coverage, and the related benefits, based on the full-time salary rate and at no cost to the faculty member for either a one-year or a one-semester sabbatical leave.

*(Board of Trustees action)*

Group Medical Insurance

The Blue Cross-Blue Shield medical insurance, which is in any case optional for faculty members, will be automatically continued during



the semester or year in question, if it was in force immediately pr to that semester or year. The individual's contribution will contin by payroll deduction, and the University will make its normal contribution.

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TIAA/CREF

For a faculty member taking a one-semester sabbatical leave at full pay, the University will make the full TIAA/CREF contribution for the semester in question.

For a full-year sabbatical leave at one-half salary, the normal Uni versity contribution is the customary amount payable on that one half of the faculty member's salary. Thus faculty members taking a leave coupled with some type of external financial support shou look to this external source for any TIAA/CREF contributions sup mental to the one-half of normal contributions paid by the Unive Exceptions to this policy are made only in two situations. The Un versity will make TIAA/CREF contributions on the full salary *rat* for the year in question if:

1. There are *extraordinary circumstances*, such as those involv prestigious research grants combined with sabbatical leaves where it is impossible for the faculty member to make neces arrangements for his TIAA/CREF to be assumed by the gran agency, in which the acceptance of the grant would be of su demonstrable value *to the University* that it is in the interest c the University to assume the additional TIAA/CREF liability, in which acceptance of the grant would require a substantial financial sacrifice by the faculty member. Such exceptions n be recommended by the department head and approved by t appropriate dean and vice-president or chancellor, and by t Board of Trustees.
2. A faculty member who receives no external financial suppor during the year in question nevertheless takes a full-year, hal sabbatical leave. A written statement by the faculty member advance of the beginning of the leave indicating that there is external financial support is a prerequisite to such payment the University of TIAA/CREF contributions on the full base s

**Leave Without Pay**

*Request for Leave*

When a faculty member or other academic employee wants to ta such a leave (LWOP), he should initiate a request through norma administrative channels. This request should be accompanied by brief statement of the reasons for which the leave is sought. Leav of absence without pay are limited to one year. Under unusual ci stances, exceptions can be approved.

*(Administrative practice)*

LEAVE

Northwestern University Library
Policy Statement #74-61 (continued)

Funeral Leave. Three days with pay is normally given for the funeral of a member of the immediate family or household. Time off not to exceed one day with pay will be allowed to attend the funeral service of other relatives or close friends.

Elections-Voting Leave. Librarians who are unable to vote before or after work, may take the necessary time, at the convenience of the department head, during the working day. Official leave at no loss of salary may be granted for those serving as election judges, poll watchers, or officials on any election day.

Court or Jury Duty. Leave with pay is granted to staff members selected for jury duty. Jurors whose sessions are cancelled or terminated are expected to return to the library. Employees subpoenaed as witnesses may also receive leave with pay for such appearance.

Leaves of Absence. These are granted without pay for up to one year's duration when a librarian can show compelling reason for taking leave. Such cases can include military obligations, or full time responsibilities elsewhere that will clearly benefit both the librarian and the University Library. Consideration will also be given to the availability of a qualified replacement to carry on the absent librarian's duties. A librarian desiring such a leave should submit a written request to the University Librarian.

Pregnancy Leave. A librarian expecting a baby may take a leave of absence for the birth of the child. The length of the leave is not to exceed six months (minimum length is not specified), and is subject to the following conditions: a) the librarian may work until the seventh month of pregnancy without medical permission, thereafter she must have her doctor's concurrence; b) when going on leave she may exhaust accumulated sick pay, then use all vacation pay accrued; c) the remainder of the leave period is taken without pay.

Sick Leave. One day sick leave for each month of active service not to exceed twelve days total for the year is granted for all absences due to illness during the first year of continuous service. During the second and third years one month sick leave at full salary is granted for each illness. During the fourth and fifth years two months sick leave at full salary is granted for each illness. Between the end of the fifth and the tenth year of continuous service three months sick leave at full salary and sixty percent of full salary for the second consecutive three months are granted for each illness. After completing ten or more years of continuous service, six months sick leave at full salary is granted for each illness.

Part-time professional staff paid through the temporary payroll are not entitled to any paid sick leave.

HISTORICAL NOTES:

Originally issued: March 2, 1973 unnumbered, unsigned. Passed by Assembly of Librarians in Minutes of March 14, 1973, page 2, paragraph 6.
Librarians' Handbook, pages 14-16.

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MANUAL OF STAFF POLICIES

| | |
|---|---|
| Section: LIBRARIANS | Code Number: 5. 02. 01 |
| Item: Maternity Leave | Page 1 of 4 |
| Effective Date: June 16, 1977 | Replacing: January 22, 1976 |

## INTRODUCTION

The University maintains a policy of maternity leave for female faculty members and librarians who intend to combine a University career with family responsibilities. The granting of maternity leave involves a commitment on the part of both the University and the staff member, and staff members who take maternity leave have an obligation to return to their position at its conclusion. In the interests of all concerned, it is advisable that persons who feel that they may not be able to resume all aspects of the responsibilities of their position, including continuous service, discuss their particular situation with the appropriate administrative officer.

## TERMS OF REFERENCE

- "Maternity leave" refers to the time taken both before and after the confinement.
- In the case of a faculty member, the "appropriate administrative officer" to whom application for maternity leave should be made would normally be a department Chairman, Principal or Dean; in the case of a librarian, this person would likely be a department head or the Chief Librarian.

## ELIGIBILITY

This policy is applicable to all full-time salaried, regularly appointed sessional and regularly appointed part-time female faculty members and librarians (subject to the exclusions listed below), who have been continuously employed for one year (or twelve months over two consecutive sessions) before the expected date of delivery, and who intend to continue their career with the University following maternity leave.

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Exclusions

1) Persons employed for less than one year.

   For a faculty member or librarian in this category, leave of absence without salary for seventeen weeks for purposes of maternity leave may be granted at the discretion of the appropriate administrative officer. If leave of absence is granted in these circumstances, the University will continue to pay the employer's portion of all benefit plans for the period of the leave. The faculty member's or librarian's portion of benefit contributions will be deducted from her first month's salary following her return from leave.

2) Casual and Temporary staff.

3) Persons whose conditions of employment are covered by a union collective agreement.

PROVISIONS

Faculty members and librarians who have been granted maternity leave will not be required to return to work before a period of seventeen weeks. The University will continue these persons on full salary and benefits for a period of fifteen weeks. This support will normally be from the departmental budget.

In the case of a faculty member or librarian on a sessional appointment or a non-renewable contractually limited term appointment, the maternity leave may be limited by the period of time remaining in the session or contract.

The date of commencement of maternity leave and its length (up to seventeen weeks) shall be at the discretion of the faculty member or librarian; provided, however, that if the staff member cannot adequately carry out her academic or departmental responsibilities, the University may require that maternity leave be taken as of a certain time. Where the person is unable to carry out regular responsibilities because they involve activities dangerous to maternal or fetal health, every effort will be made

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to arrange alternative and comparable responsibilities instead of invoking this provision. Nothing in this provision precludes a faculty member or librarian from taking any other leave to which she may be entitled.

At the end of the leave period provided for in this policy, a faculty member or librarian will continue in the same position without prejudice to promotion or tenure considerations and without loss of any other rights and privileges.

Additional leave without salary may be granted at the discretion of the appropriate administrative officer under the terms of a regular leave of absence.

PROCEDURES

1) At the earliest opportunity, the faculty member or librarian should notify the appropriate administrative officer of her pregnancy and give an indication of her intentions with respect to career continuation.

2) Not less than three months before the expected date of delivery, the faculty member or librarian should present to the appropriate administrative officer a written application for maternity leave and a doctor's certificate stating the expected date of birth. The faculty member or librarian should indicate in her application the length of the maternity leave she intends to take with the understanding that she will notify the appropriate administrative officer immediately if there is a subsequent change in her plans.

3) When the faculty member or librarian has notified the appropriate administrative officer of the date that she will commence her maternity leave and the anticipated date of her return from leave the administrative officer should process a Status Change Form in order to effect maternity leave with pay for the faculty member or librarian.

4) In some instances when a faculty member or librarian is on maternity leave it may not be feasible for a department to carry out its academic or administrative responsibilities by work sharing or by deployment of temporary assistance funds.


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In this event,

a) for a position funded from the University budget, a request should be made to the appropriate Vice-President for a one-time only budget transfer to cover the cost of temporary replacement personnel;

c) for a position funded from a grant, after the first four weeks of maternity leave, the salary of the faculty member or librarian may be transferred to the special grant-supported fund for maternity and sick leave.

Nothing in this policy is intended to restrict an individual's entitlement to Maternity Leave as provided for in the Employment Standards Act; this policy may require modification in the event of changes in Federal or Provincial Legislation.

Note : The appropriate administrative officer should ensure that all faculty members and librarians who are granted maternity leave are provided with a copy of this policy prior to the commencement of the leave.

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Cornell University



# III

# Library Personnel Policy

## VACATIONS, HOLIDAYS AND LEAVES

**VACATIONS.** Vacations are computed on the University's fiscal year, July 1-June 30. The vacation allowance for full-time librarians is one month (month being defined as four weeks and two days) after one year of service, and one month per year thereafter. Vacations may not be taken until earned, but should be completed for each fiscal year by the end of the next fiscal year. Vacation may accumulate to two years if a staff member has specific plans and upon written request to the department head. Librarians intending to continue in employment of the Libraries twelve months or more may be allowed to take pro rata vacations during the first year of service. Any leave granted to a person who does not continue in service for twelve months is deducted from final compensation.

Members of the loan and reference staff usually take vacations when the University is not in session. Other vacations must be arranged to avoid absence at one time of all staff members doing related work.

**HOLIDAYS.** The University recognizes nine holidays each year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, Christmas Day and the work days before and after Christmas. Some of the libraries must be open on some of these holidays and operate with a limited staff. Persons required to work on holidays are granted a compensating day off. Holidays are in addition to annual leave.

**SICK LEAVE.** Sick leave is intended to protect an employee's





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earnings when he is forced to be absent because of illness or disability not incurred at work. Sick leave is not intended to be used as vacation or other paid time off. Sick leave cannot be taken before it is earned. Abuse of sick leave privileges shall be cause for disciplinary layoff, such as suspension or dismissal. All regular full-time employees are eligible for sick leave pay and earn sick leave at the rate of one day per month, cumulative to sixty-nine days. In addition, an employee may receive additional leave with pay at half salary for a combined sick leave period not to exceed twenty-six weeks.

**MEDICAL APPOINTMENTS.** Routine appointments with doctors, dentists, etc., should be arranged outside the normal working schedule. If this is impossible or impractical, they may be made during working hours, provided approval is obtained in advance from the supervisor or division head. This time is chargeable to sick leave.

**PERSONAL LEAVE.** Employees are permitted up to three days a year as personal leave. Such time is to be charged to accumulated sick leave. These days are to be used for emergency or personal business.

**DISABILITY.** The professional staff is provided with additional protection in case of long-term disability before retirement age. The employee must have ten years of continuous service immediately prior to the determination of total disability in order to qualify. Information concerning the operation of the plan and calculation of benefits is available in the University Office of Personnel Services.

**OTHER LEAVES.** A full-time professional staff member is eligible to apply for maternity leave from her department. Other leaves of absence will be granted in the event of a death in the immediate family, to attend a funeral, to serve on jury duty, or if it is necessary, to participate in annual military training duty. Leave without pay may be granted in the event of unusual circumstances. This leave must be for short periods of time and cannot exceed one year. Vacation or sick leave will not accrue during the period of leave. *A regularly employed professional staff member working at least half-time is eligible to apply for maternity leave from her department.*

princeton university

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# VI. VACATIONS, LEAVE AND OTHER SERVICE ARRANGEMENTS FOR THE PROFESSIONAL LIBRARY STAFF

## A. Vacations and Holidays

Members of the Professional Library Staff earn vacation at a rate of two work days for each month of service, resulting in twenty-four (24) vacation days after one year of service. Up to six vacation days may be carried over from one year to the next, but no more than thirty vacation days are permitted in any fiscal year. Scheduling of vacation time is dependent on approval of the supervisor.

Staff members who leave the service of the University and who have earned vacation which has not been taken will receive pay in lieu of vacation up to a maximum of thirty days.

Official University holidays are announced prior to the beginning of the academic year. Since the Library does not close on all these holidays, Staff members whose duties require them to be present on holidays may take compensatory time off. Part-time Staff members who do not work a five-day work week receive only those holidays occurring on a regularly scheduled work day.

## B. Leaves

University policies make provision for three general types of leave as follows:

### *1. Sick Leave*

Employment at Princeton is covered under the New Jersey Temporary Disability Insurance Law. In case of personal illness or injury that renders the individual incapable of performing normal duties, sick leave at full salary continues during such disability up to 26 weeks. Any sick leave in excess of eight days must be approved by the University Librarian and reported to the Dean of the Faculty. Sick leave in excess of six weeks must be approved by the Dean of the Faculty.

Individuals on sick leave are expected not to return to work



before they are physically prepared to resume their jobs. Under certain circumstances returning individuals will be asked to consult with the University Health Services Department prior to reassuming their duties.

Absences due to pregnancy and childbirth are treated like personal disability except that sick leave will be granted without medical corroboration four weeks prior to expected term and four weeks after term. (See also leaves for childrearing under Section 3 below.)

### *2. Leaves with Pay*

Full-time members of the Professional Library Staff holding the rank of Librarian II or higher are eligible for Research Leaves. These leaves are normally for up to six months at full pay. If the requirements of the research dictate, such leaves may be extended to up to twelve months with total University salary payments during the period of leave equalling one-half annual salary.

All requests for Research Leaves are submitted to the Staff Review and Development Committee. These requests should describe the applicant's proposed research program and its purposes and be accompanied by a statement from the appropriate Assistant University Librarian indicating support of the application in terms of its scholarly merit, of its benefit to the department, and of its impact on the department during the individual's absence. Committee recommendations are transmitted to the University Librarian who recommends to the Dean of the Faculty. Approval of Research Leaves will be dependent upon the quality of the proposed program, the potential disruption caused by the absence of the individual, and financial considerations relating to the Library.

Individuals called for Jury Duty or subpoenaed as witnesses will continue to receive normal pay. It is expected that they will be available for work when their presence in court is not required. During periods of annual military reserve training, the University will make up the difference between reserve pay and University salary for up to 15 calendar days. Other paid absences for short periods due to death or illness in the immediate family may be authorized by the University Librarian. No

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absences described in this paragraph will reduce the amount of vacation time to which the individual is entitled.

*3. Leaves without Pay*

Under certain conditions the Dean of the Faculty will approve leaves of absence without pay for personal reasons or for family obligations. Such leaves are normally limited to a maximum of one year.

One leave of this type would cover childrearing for the first year of a child's life.

A second is leave without pay for scholarship which may be granted to enable an individual to pursue an advanced degree, attend courses, or to engage in a research project which extends beyond the provisions of the Research Leave policy.

A third is leave without pay for the purpose of accepting a temporary appointment with another organization. In this case, it is expected that the employing organization will provide, by salary adjustment or otherwise, the University's contribution to the individual's benefit plans. Arrangements for handling these arrangements should be discussed with the Controller before terms for outside employment are completed.

Staff members who take a leave without pay may or may not be guaranteed employment at the end of the leave period depending primarily on the length of the leave and the demands of the position they hold. Where reemployment cannot be guaranteed, every effort will be made to provide the same or comparable employment. It is important that the agreement for every such leave include a written understanding of the conditions and arrangements of the leave and subsequent return.

An individual on leave of absence without pay may continue benefit coverage during the period by arranging with the Controller's Office to make the required individual contributions directly to his or her health insurance and retirement plans.

Staff members contemplating leaves of absence without pay should initially discuss their plans with their supervisor and the appropriate Assistant University Librarian. Following this discussion, the Staff member makes a formal leave request indicating the purpose and duration of the leave.

All leaves without pay must be approved by the Dean of the



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Faculty. Leaves for childrearing and other family obligations are submitted to the University Librarian who recommends to the Dean of the Faculty. All other leaves are reviewed by the Staff Review and Development Committee, which recommends to the University Librarian who recommends to the Dean of the Faculty.

The individual's formal leave request is supplemented by a statement by the appropriate Assistant University Librarian submitted directly to the University Librarian indicating extent of support of the leave, arrangements which might be made in the department should it be granted, and the potential benefits of the leave to the department and the Library.

### C. Professional Activities

Members of the Professional Library Staff are encouraged to be active in professional organizations and to engage in independent research, writing, and other scholarly activities as well as other activities which advance the goals of the library profession including classroom teaching and outside consulting.

At the same time, the primary obligation of every member of the Professional Library Staff is to fulfill his or her responsibilities in maintaining the services of the Library. This obligation is not merely to work during particular hours on particular days, but is professional in character. No outside activity which conflicts with this primary obligation may be undertaken.

Ordinarily, outside professional activities including consulting should be limited to activities which are in the interest of the library profession or which will broaden the abilities of the individual in his or her professional work.

The Librarian is responsible for consulting with his or her supervisor when considering outside professional activities and for obtaining the approval of the supervisor prior to undertaking such activities.

A member of the Professional Library Staff may, with the consent of his or her supervisor and the University Librarian, devote up to four days per month to outside professional activities without prior approval of the Dean of the Faculty providing not more than two days are for consultation. Occasional attendance at professional meetings which exceed four days in any

University of Kentucky

+ 7/1/78 37½ wk for all Univ. employees

## Work Schedule

The basic work schedule for all librarians is Monday - Friday, 8:00 a.m. to 5:00 p.m. with an hour for lunch, although an individual may vary his or her schedule (such as working 7:30 a.m. to 4:30 p.m.) so long as it does not hamper the effective operation of the unit. In areas where it is advantagous to have evening and/or weekend coverage, the library policy is to encourage flexibility in professional schedules.

## Holidays

The University has six authorized paid holidays: New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. In addition, all employees receive four days with pay during Christmas week. Librarians who work part time are paid for these holidays on a pro rata basis.

In some public service departments, it is necessary to have staff coverage on certain holidays. A librarian who works a holiday is entitled to take off equivalent time at a later date.



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## Vacation

22 days / yr.

The University vacation policy is based on a point system. Librarians receive 22 points per month and vacation time is used at the rate of 12 points per day. Librarians working less than full-time receive this same allowance on a pro rata basis.

Employees who start on or before the 10th of the month receive all points for that month; employees who start after the 10th must wait until the following month to receive any points. Should a recognized University holiday occur during an authorized vacation period, the holidy will not be charged as a day of vacation except in the case of terminal vacation. (Most terminal vacation paid is 22 days - anything over that is "lost")

All employees must file an absence form with the Director's Office before they take vacation time.

## Sick Leave

Librarians are entitled to "reasonable sick leave"; they do not accumulate sick time. Any sick leave over one month must be reported to the President's Office, and any sick leave over six months must be approved by the Board of Trustees. Sick leave must be used only for personal illness or illness in the immediate family; and all sick leave absences must be reported to the Director's Office.

## Absences

In addition to vacation and sick leave, the University recognizes several other types of paid leave.

Funeral: An employee may be granted up to three days paid leave (five days if extensive travel is involved) for a death in the immediate family and one day paid leave (three days if extensive travel is involved) for cases involving non-immediate family. Absences in excess of this may be charged to earned vacation or taken as leave without pay upon written request to the Director's Office.

Jury Duty: An employee is granted time off to serve on a jury or to serve as a court witness when subpoenaed without loss of pay and without charge against annual vacation. Any compensation received for the jury duty may be retained by the employee. If jury duty does not require the full work day, the staff member is expected to report to work when he or she is free from such service.

Elections: Work schedules normally permit adequate time for employees to vote either before or after working hours. However, if any employee can not vote during off-duty hours, the necessary time off during the work day may be requested in advance by the employee.

People may receive paid leave for extended periods of time for job related conferences, workshops, etc. Paid leave up to 30 days authorized by President, over 30 days by Board of Trustees.

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## Maternity Leave

The University does not have a separate maternity leave system. Maternity-related illness during pregnancy is treated like any other illness for which the librarian is entitled to "reasonable sick leave." For delivery, the University has determined that one month paid leave is "reasonable," although additional paid leave may be granted upon a doctor's request. In addition to paid leave, a librarian may request an additional 2 months' leave without pay. Both paid and unpaid leave may be taken any time beginning 2 months prior to and 2 months following delivery; leave without pay should be requested in advance through the Director's Office.

## Leave Without Pay

Librarians may be granted leave without pay for a period of up to one year. Requests for such leave should be submitted in writing to the Director's Office as far in advance as possible. In granting such leave, the best interests of the Library are a primary consideration; and while a person is entitled to a professional position upon return, it may not necessarily be the same position he or she had before going on leave.

It is the full responsibility of the employee to contact the Personnel Division to arrange for pre-payment of insurance prior to going on leave. If insurance policies lapse due to non-payment, reinstatement is not automatic upon the employee's return to work.

## LEAVES OF ABSENCE

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When a leave of absence is requested for reasons other than military, maternity, or sickness, it should be requested by the employee, in writing. A leave of 5 work days or less is to be handled completely within the Department. A leave of 6 to 10 days requires a memo to be approved by the Associate Director. A leave of more than 10 work days will constitute a formal leave. A leave of absence may or may not be granted according to the needs of the Department.

Leaves normally considered "personal" are special privileges, and therefore require justification.

The employee should state the specific reasons for his request, indicating the exact period of leave desired.

The supervisor should review the request, and, in writing, cover the following points:

Why does the employee deserve this privilege?

How will granting the leave benefit or promote the interests of the University Libraries?

How will the absence influence the operational requirements of the department?

How will the department meet its work needs without incurring additional cost?

The Supervisor's recommendation must be approved by the Department Head, the appropriate Associate Director, and the University Librarian , before the employee is told that his request for leave has been granted.

This is University policy, as expressed by the Personnel Office.

### JURY DUTY

Permanent full-time or regularly scheduled part-time employees working at least 20 hours per week will be paid the difference between their regular pay or salary and the amount received for jury duty.

### MILITARY LEAVE

Permanent full-time or regularly scheduled part-time employees working at least 20 hours per week will be paid the difference between their regular pay or salary and their military pay, including allowances, not to exceed 15 days in any fiscal year.

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Maternity Leave

Permanent full-time and permanent part-time employees working at least 30 hrs/wk., 9 month's year are eligible for a maternity leave of absence. The date a leave should begin is normally one to be determined by the employee and her physician. Where an employee's condition makes it impossible for her to perform in a safe and satisfactory manner, an earlier date than anticipated may be necessary.

An eligible employee wishing to take maternity leave of absence should make a request in writing to the Department Head/Supervisor at least 30 days prior to the date for the leave to start.

A written statement from the employee's physician of her ability to continue work must be submitted to the Administrative Assistant/Personnel on a month-to-month basis after the fifth month of pregnancy.

The maximum leave period is up to four months after the date of delivery except in certain instances where the leave will be extended to the beginning of the next semester.

Employees wishing to return to work on or before the leave ending date should advise the Personnel Department and the Administrative Assistant/Personnel at the library in writing at least 30 days prior to the requested return date. Employees failing to return at the end of their leave will be considered to have voluntarily terminated employment.

Death In Immediate Family

An employee may be granted leave of one to three days in the event of a death in the immediate family. Immediate family is defined as follows: husband or wife, son or daughter, mother, father, brother, sister, mother-in-law, father-in-law, or a member of the immediate household.

For further information relative to Jury Duty, Military and Maternity Leave please refer to Section 400 "Leaves and Absences" in the Personnel Practices and Procedures Manual.

Sick leave

Professional Librarians receive unlimited sick leave.

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2. *Leave for Improving Basic Qualifications* University of British Columbia

If a member of the full-time teaching staff is granted leave to improve his basic qualifications, the University, while usually not contributing to his salary, will make its normal payments to his pension and fringe benefits, subject to the individual's contributing his share. Arrangements should be made by the Department Head or Director in consultation with the Dean and will be subject to approval by the President.

3. *Leave Without Pay or Benefits*

Leave without pay or benefits may be granted by the President on the recommendation of the Dean. Normally such leave is granted for a period not exceeding two years.

An individual taking leave without pay or benefits may elect to pay the full amount of the University's and his contributions to pensions and fringe benefits.

An individual taking leave to accept a paid assignment should ensure that his prospective employer contributes, in addition to salary, an amount sufficient to cover pension and fringe benefits; only in those cases where the project is of unusual significance will the University contribute its share of these expenses, and then only if the member contributes his share. When an individual is planning leave to accept a

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position as a visiting faculty member at another university, he should consult with the Dean as to the most appropriate arrangement for the payment of fringe and pension benefits.

4. *Leave at the Request of the University*

If a full-time member of the teaching staff is requested by the University to take leave of absence to carry on special studies or research, the terms of leave will be arranged through the Head or Director and the Dean and forwarded to the President for his approval.

Absence from the campus to conduct field instruction or official business at the request of the Head or Director, or of the Dean, does not require a request for leave.

5. *Leave for Maternity*

Leave of absence, with full salary and benefits, for a period not exceeding four months inclusive of the date of delivery shall be granted to a female faculty member for childbirth.

6. *Leave in Special Circumstances*

Leave of absence up to four months, with full salary and benefits, may be granted by the President on the recommendation of the Dean.

7. *Vacation*

The normal vacation should be arranged informally between a faculty member and the Head or Director.

8. *Leave to Take Political Office**

(a) It is the University's policy to grant campaign leave to a faculty member who stands for election to public office whenever this does not create serious difficulties for the faculty member's colleagues or students. Such leave will be granted under the provisions for leave of absence up to four months (see 6 above). The period of leave will not normally exceed the period between the last day for filing nomination papers and the day of the election.

(b) (i) A faculty member who is elected to the Provincial Legislature will be given leave of absence without pay for the period of each year during which the Legislature is in session.

(ii) A faculty member who is elected to the Parliament of Canada will be given leave of absence without pay until the dissolution of Parliament.

(iii) A faculty member who is appointed a Minister of the Crown or Leader of the Opposition will be given leave of absence without pay while holding such office.

(iv) After dissolution of the Parliament or Legislature to which he is elected, a faculty member on leave is entitled to return to the University without loss of academic rank.

(v) A faculty member granted full-time leave while holding political office is expected to resign if his absence exceeds seven continuous years or two consecutive Parliaments or Legislatures, whichever is the longer. (Continuous leave is defined as leave which is not interrupted by a period of more than one full year at the University.)

(c) During the period of leave, a faculty member shall have the right to keep in force any or all of his fringe benefits by assuming the total cost of the monthly contributions. The University will not make contributions to these fringe benefits during the period of leave.

(d) The appointment of a faculty member who accepts an appointment to the Senate of Canada will be terminated with effect from the date of appointment to the Senate. A member of the Senate might be reappointed as an honorary or

* *As revised in August 1971*

part-time member of faculty.

(e) A member of faculty who becomes an elected member of a municipal or city government, or a School or Parks Board, will not normally be granted special leave or privilege. When a reduction of normal University duties or responsibilities is required, acceptable arrangements must be negotiated with the Head or Director and the Dean.

## TRAVEL GRANTS

Staff travel grants are handled by the Deans of the various Faculties. Faculty members should apply for such grants to their own Dean who will supply any information concerning them.

## STAFF RECORDS

All new members of the teaching staff are asked to fill out the forms *Biographical Notes* and *Data for the Academic Staff Records* (Publications). These forms are available from departmental secretaries. They should be prepared in five copies and one should be retained. The others should be forwarded to the President's Office.

Other members of the teaching staff are asked to keep these two forms up to date since they provide information essential in connection with reappointments, salary increases and promotions.

Minor changes and additions to the *Biographical Notes* may be made by sending a memorandum (4 copies) of the changes or additions to the President's Office.

New members of the teaching staff should arrange to have their photographs taken for the records of the University. An appointment may be made by calling the Instructional Media Centre (228-4771).

ROBERT W. WOODRUFF LIBRARY
FOR ADVANCED STUDIES,
ASA GRIGGS CANDLER LIBRARY

ADMINISTRATIVE MANUAL
PERSONNEL
Policy Memo 5

SICK LEAVE FOR PROFESSIONAL LIBRARIANS

Sick leave is tied to the TIAA retirement plan. After two years full-time consecutive employment, a professional staff member automatically comes under the TIAA retirement plan and the Total Disability Insurance Program. Under this plan he may receive full salary from the University for disabling illness or accident during the period of disability or for six consecutive months, whichever is shorter.

If a professional staff member is not eligible for TIAA and consequently for the Total Disability Insurance Program, he is eligible for sick leave up to four months. Of course, in both cases, the sickness provision is for the period of disability if that is shorter.

Any other circumstances (part-time or temporary work) are handled on an individual basis.

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ANNUAL VACATION FOR PROFESSIONAL LIBRARIANS

Professional librarians on full-time, twelve months appointment receive twenty-four working days annual vacation for each University fiscal year, which is the period from 1 September through the following 31 August, except that;

(1) Individuals on initial appointment who are employed for three months or less during the fiscal year do not receive annual vacation for that fiscal year;

(2) Individuals on initial appointment who are employed for at least four but less than twelve months during the fiscal year will receive annual vacation computed on the basis of two working days for each month of employment during the fiscal year.

For the purposes of this policy, month is defined as consisting of more than one-half of the working days in the calendar month.

Vacation is not granted for any month during which the individual is on leave of absence without pay or any other non-active duty status without pay.

For part-time, twelve months appointments of twenty or more hours per week, vacation is computed on a pro rata basis. There is no vacation allowance for appointments of less than twenty hours per week.

In the case of resignation or non-renewal of contract in accordance with the established procedures, payment for unused vacation will be made on the basis of two working days for each month of employment, except that no payment will be made for vacation in

the case of resignation during the initial six months of employment.

Vacation is normally to be taken before 1 November of the following fiscal year, but on written request to the Department Head and Director of Libraries prior to 1 November, unused annual vacation of up to six working days may be carried over for use in the following fiscal year.

A statement of vacation days taken should be forwarded on the appropriate form to the office of the Director of Libraries on the first working day following each period of vacation.

Requests for vacation should be submitted in writing to the Department Head for approval as far in advance as possible. Although every effort will be made to schedule vacation when requested, the necessity for the conduct of department work may make this impossible.

In the event of more than one request for the same time period, when the requirements of the work schedule will not allow each request to be honored, the following order of priority will apply (1) date of request, (2) seniority of service.

May, 1974

ARTICLE 19

VACATION LEAVE

19.01 The vacation year shall be from April 1st to March 31st of the following calendar year, inclusive.

Accumulation of Vacation Leave Credits

19.02 An employee shall earn vacation leave credits at the following rate for each calendar month during which he receives pay for at least ten (10) days:

**(a) (i) effective August 9, 1976 one and one-quarter (1¼) days until the month in which the anniversary of his twelfth (12th) year of continuous employment occurs;

** (ii) effective August 8, 1977 one and one-quarter (1¼) days commencing with the month in which his tenth (10th) anniversary of continuous employment occurs;

**(b) (i) effective August 9, 1976 one and two-thirds (1 2/3) days commencing with the month in which his twelfth (12th) anniversary of continuous employment occurs;

** (ii) effective August 8, 1977, one and two-thirds (1 2/3) days commencing with the month in which his tenth (10th) anniversary of continuous employment occurs;

(c) two and one-twelfth (2 1/12) days commencing with the month in which his twenty-eighth (28th) anniversary of continuous employment occurs;

**(d) however, an employee who has received or is entitled to receive furlough leave will earn vacation leave credits at the rate of one and one-quarter (1¼) days from the beginning of the month in which his twentieth (20th) anniversary of continuous employment occurs and return to the rate of one and two-thirds (1 2/3) days beginning with the month in which his twenty-fifth (25th) anniversary of continuous employment occurs.

19.03 For the purposes of clause 19.02 only, all service within the Public Service, whether continuous or discontinuous, shall count toward vacation leave except where a person who, on leaving the Public Service, takes or has taken severance pay.

Entitlement to Vacation Leave With Pay

**19.04 An employee is entitled to vacation leave with pay to the extent of his earned credits but an employee who has completed six (6) months of continuous employment may receive an advance of credits equivalent to the anticipated credits for the vacation year.

**19.05 If, at the end of a fiscal year, an employee's entitlement to vacation leave with pay includes a fractional entitlement of less or more than one-half (½) day, the entitlement shall be increased to the nearest half (½) day.

**Scheduling of Vacation Leave With Pay

19.06

(a) An employee's vacation leave with pay shall normally be taken in the vacation year in which he becomes eligible for it. If an employee plans to take his vacation leave during the first six (6) months of the vacation year he shall advise the Employer in writing of his vacation preference as soon as possible after April 1st but before May 31st.

(b) Subject to the operational requirements of the service, the Employer shall make every reasonable effort to ensure that an employee's written request for vacation leave with pay is approved.

(c) Where the Employer is unable to comply with the employee's written request under (b), the Employer shall make every reasonable effort to permit the employee to take his vacation leave with pay in the amount and at such time as the employee may request.

19.07 The Employer shall give an employee as much notice as is practicable and reasonable of approval or disapproval of a request for vacation or furlough leave with pay. In the case of disapproval or cancellation of such leave, the Employer shall give the reason therefor.

19.08 Where, in respect of any period of vacation leave with pay, an employee is granted:

(a) bereavement leave with pay,

or

(b) leave with pay because of illness in the immediate family,

or

(c) sick leave on production of a medical certificate,

the period of vacation leave with pay so displaced shall either be added to the vacation period, if requested by the employee and approved by the Employer or reinstated for use at a later date.

19.09 Where in any vacation year an employee has not been granted all of the vacation leave with pay credited to him, the unused portion of his vacation leave shall be carried over into the following vacation year. Carry-over beyond one year shall be reviewed by the Employer with the employee and the employee shall be required to present a reasonable explanation for carry-over beyond one year.

**Recall from Vacation Leave With Pay

19.10

(a) The Employer will make every reasonable effort not to recall an employee to duty after he has proceeded on vacation leave with pay.

**(b) Where, during any period of vacation leave or furlough leave with pay, an employee is recalled to duty, he shall be reimbursed for reasonable expenses, as normally defined by the Employer, that he incurs:

(i) in proceeding to his place of duty,

and

(ii) in returning to the place from which he was recalled if he immediately resumes vacation upon completing the assignment for which he was recalled,

after submitting such accounts as are normally required by the Employer.

(c) The employee shall not be considered as being on vacation leave during any period in respect of which he is entitled under clause 19.10 (b) to be reimbursed for reasonable expenses incurred by him.

Leave When Employment Terminates

**19.11 When an employee dies or otherwise ceases to be employed, he or his estate shall be paid an amount equal to the product obtained by multiplying the number of days of earned but unused vacation and furlough leave with pay to his credit by the daily rate of pay as calculated from the classification prescribed in his certificate of appointment on the date of the termination of his employment. However, where the employee requests, the Employer shall grant the employee any vacation and furlough leave earned but not used by him before the employment is terminated by lay-off because of a requirement to meet minimum continuous employment requirements for severance pay.

**19.12 In the event of termination of employment for reasons other than death or lay-off, the Employer shall recover from any monies owed the employee an amount equivalent to unearned vacation leave taken by the employee, as calculated from the classification prescribed in his certificate of appointment on the date of the termination of his employment.

19.13 Notwithstanding clause 19.11, an employee whose employment is terminated by reason of a declaration that he abandoned his position is entitled to receive the payment referred to in clause 19.11, if he requests it within six (6) months following the date upon which his employment is terminated.

Advance Payments

**19.14 Effective the beginning of the pay period immediately following sixty (60) days after the signing of this Agreement,

**(a) the Employer agrees to issue advance payments of estimated net salary for vacation periods of two (2) or more complete weeks, provided a written request for such advance payment is received from the employee at least six (6) weeks prior to the last pay day before the employee's vacation period commences.

**(b) providing the employee has been authorized to proceed on vacation leave for the period concerned, pay in advance of going on vacation shall be made prior to departure. Any overpayment in respect of such pay advances shall be an immediate first charge against any subsequent pay entitlements and shall be recovered in full prior to any further payment of salary.

Cancellation of Vacation Leave

**19.15 When the Employer cancels or alters a period of vacation or furlough leave which it has previously approved in writing, the Employer shall reimburse the employee for the non-returnable portion of vacation contracts and reservations made by the employee in respect of that period, subject to the presentation of such documentation as the Employer may require. The employee must make every reasonable attempt to mitigate any losses incurred and will provide proof of such action to the Employer.

## ARTICLE 20

## SICK LEAVE

20.01 An employee shall earn sick leave credits at the rate of one and one-quarter (1¼) days for each calendar month of which he receives pay for at least ten (10) days.

20.02 Where on the last day of the month in which this Agreement is signed an employee has an advance of sick leave credits, such credits shall be subject to deduction from any sick leave credits subsequently earned under clause 20.01.

20.03 An employee shall be granted sick leave with pay when he is unable to perform his duties because of illness or injury provided that:

(a) he satisfies the Employer of this condition in such a manner and at such a time as may be determined by the Employer,

and

(b) he has the necessary sick leave credits.

20.04 Unless otherwise informed by the Employer, a statement signed by the employee describing the nature of his illness or injury and stating that because of this illness or injury he was unable to perform his duties shall, when delivered to the Employer, be considered as meeting the requirements of clause 20.03 (a):

(a) if the period of leave does not exceed three (3) days,

and

(b) if, in the current fiscal year, the employee has not been granted more than seven (7) days' sick leave wholly on the basis of statements signed by him.

**20.05 An employee shall not be granted sick leave with pay during any period in which he is on leave without pay, or under suspension.

20.06 When an employee is granted sick leave with pay and injury-on-duty leave is subsequently approved for the same period, it shall be considered for the purpose of the record of sick leave credits that the employee was not granted sick leave with pay.

20.07 Where an employee has insufficient or no credits to cover the granting of sick leave with pay under the provisions of clause 20.03, sick leave with pay may, at the discretion of the Employer, be granted:

(a) for a period of up to twenty-five (25) days if he is awaiting a decision on an application for injury-on-duty leave,

or

(b) for a period of up to fifteen (15) days if he has not submitted an application for injury-on-duty leave,

subject to the deduction of such advanced leave from any sick leave credits subsequently earned.

## ARTICLE 21

**

## OTHER LEAVE WITH OR WITHOUT PAY

**Marriage Leave With Pay

21.01

**(a) After the completion of one (1) year's continuous employment in the Public Service an employee who gives the Employer at least ten (10) days' notice shall be granted five (5) days' leave with pay for the purpose of getting married.

**(b) For an employee with less than two (2) years of continuous employment, in the event of termination of employment for reasons other than death or lay-off within six (6) months after the granting of marriage leave, an amount equal to the amount paid the employee during the period of leave will be recovered by the Employer from any monies owed the employee.

**Bereavement Leave With Pay

**21.02 For the purpose of this clause and clause 21.09, immediate family is defined as father, mother (or alternatively stepfather, stepmother, or foster parent), brother, sister, spouse, child, stepchild or ward of the employee, father-in-law, mother-in-law, and relative permanently residing in the employee's household or with whom the employee permanently resides.

(a) Where a member of an employee's immediate family dies, he shall be entitled to leave with pay for a period of up to four (4) days and not extending beyond the day following the funeral. In addition, he may be granted up to three (3) days' leave for the purpose of travel related to the death.

(b) In special circumstances and at the request of the employee, leave may be extended beyond the day following the funeral but the total number of days granted must be consecutive and not greater in number than those provided above, and must include the day of the funeral.

**(c) An employee is entitled to leave with pay, up to a maximum of one day, in the event of the death of the employee's grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, and sister-in-law.

(d) If, during any period of vacation leave an employee is bereaved in circumstances under which he would have been eligible for Bereavement Leave under paragraph (a), (b) or (c), he shall be granted Bereavement Leave and his Vacation Leave credits shall be restored to the extent of any concurrent Bereavement Leave granted.

**Leave With Pay for Birth or Adoption of a Child

21.03

**(a) At the discretion of the Employer, a male employee may be granted one (1) day's leave with pay for needs directly related to the birth of his child. This leave may be divided into two (2) periods and granted on separate days.

**(b) At the discretion of the Employer, an employee may be granted one (1) day's leave with pay for needs directly related to the adoption of his child. This leave may be divided into two (2) periods and granted on separate days.

**Court Leave With Pay

**21.04 The Employer shall grant leave with pay to an employee for the period of time he is required:

**(a) to be available for jury selection;

(b) to serve on a jury;

or

(c) by subpoena or summons to attend as a witness in any proceeding held:

(i) in or under the authority of a court of justice or before a grand jury,

(ii) before a court, judge, justice, magistrate or coroner,

(iii) before the Senate or House of Commons of Canada, or a committee of the Senate or House of Commons, otherwise than in the performance of the duties of his position,

(iv) before a legislative council, legislative assembly or house of assembly, or any committee thereof that is authorized by law to compel the attendance of witnesses before it;

or

(v) before an arbitrator or umpire or a person or body of persons authorized by law to make an inquiry and to compel the attendance of witnesses before it.

**Personnel Selection Leave With Pay

21.05 Where an employee participates in a personnel selection process for a position in the Public Service, as defined in the Public Service Staff Relations Act, the employee is entitled to leave with pay for the period during which the employee's presence is required for purposes of the selection process, and for such further period as the Employer considers reasonable for the employee to travel to and from the place where his presence is so required.

**Examination Leave With Pay

21.06 Leave with pay may be granted to an employee for the purpose of writing an examination which takes place during the employee's scheduled hours of work. Such leave will be granted only where in the opinion of the Employer the course of study is directly related to the employee's duties or will improve his qualifications.

**Maternity Leave Without Pay

21.07

**(a) An employee who becomes pregnant shall notify the Employer at least fifteen (15) weeks prior to the expected date of the termination of her pregnancy and, subject to section (b) of this clause, shall, eleven (11) weeks before the expected date of the termination of her pregnancy be granted leave without pay for a period ending not later than twenty-six (26) weeks after the date of the termination of her pregnancy.

(b) The Employer may:

** (i) defer the commencement of maternity leave without pay of an employee for any period approved in writing by a qualified medical practitioner or a person approved by the Deputy Minister of Health;

** (ii) grant maternity leave without pay to an employee to commence earlier than eleven (11) weeks before the expected termination of her pregnancy;

** (iii) where maternity leave without pay is requested, require an employee to submit a medical certificate certifying pregnancy.

**(c) Maternity leave without pay shall not be terminated by the Employer at any time prior to eight (8) weeks after the termination of the pregnancy of the employee unless she submits to the Employer a certificate from a qualified medical practitioner or person approved by the Deputy Minister of Health stating that the employee's health will not be impaired by her returning to duty at an earlier date.

**Injury-on-duty Leave With Pay

21.08 An employee shall be granted injury-on-duty leave with pay for such reasonable period as may be determined by the Employer when a claim has been made pursuant to the Government Employees Compensation Act, and a Workmen's Compensation authority has notified the Employer that it has certified that the employee is unable to work because of:

(a) personal injury received in the performance of his duties and not caused by the employee's wilful misconduct,

or

(b) an industrial illness or a disease arising out of and in the course of his employment,

if the employee agrees to remit to the Receiver General of Canada any amount received by him in compensation for loss of pay resulting from or in respect of such injury, illness or disease providing however that such amount does not stem from a personal disability policy for which the employee or his agent has paid the premium.

**Leave For Other Reasons

21.09 At its discretion, the Employer may grant:

**(a) leave with pay when circumstances not directly attributable to the employee, including illness in the immediate family as defined in clause 21.02, prevent his reporting for duty;

**(b) leave with or without pay for purposes other than those specified in this Agreement.

## ARTICLE 22

## LEAVE - GENERAL

22.01 An employee is entitled, once in each fiscal year, to be informed, upon request, of the balance of his vacation, and sick leave credits.

22.02 The amount of leave with pay credited to an employee by the Employer at the time when this Agreement is signed, or at the time when he becomes subject to this Agreement, shall be retained by the employee.

Northwestern University

Northwestern University Library
Policy Statement #74-59

Insert: pp.

Chapter: II

Section: D

Sub-section:

Issued by: Library Personnel Office

Topic: Vacation Benefits for Professionals

Descriptors: professional staff, vacations; vacation:

Date: September 1, 1974

POLICY: (followed by procedures and historical notes when applicable)

Professional librarians will accrue vacation at a rate of 23 working days per year. Days accrue at a rate of one for the first month and each anniversary month thereafter, two days for each of the other eleven months. A maximum of 30 working days of vacation may be accumulated; any days accrued beyond 30 will be dropped on the librarian's anniversary date each year. Librarians may not take more than a total of six weeks (30 working days) vacation during a calendar year, and University policy prohibits payment in lieu of vacation taken. Vacation periods must be arranged at the convenience of the department in order that they not have a negative effect upon Library services and must be approved by the supervisor (department head, division chief, or the University Librarian). Vacation should not be taken before it is accrued; days taken in excess of earned time should be taken without pay. Vacation credits will not be accumulated for any month in which a librarian has been absent for three weeks or longer on a non-pay basis; however, a librarian on official leave will be considered as in continuous employment with the University for the purpose of computing years of service. Part time professionals paid on the temporary payroll are not eligible for paid vacation allowance.

In certain unusual situations, a librarian may need to accrue more than 30 working days vacation. For example, such circumstances could include departmental or divisional reorganization, special projects with deadlines for completion, grant proposal activities, etc. These are temporary conditions which have a definite time limit. When such conditions occur, the librarian involved must apply in writing to the University Librarian for permission to temporarily carry more than 30 days accrued vacation. The application must state the reasons for the accrual and the date (within three months) by which he/she plans to take some part of the accrued time so that the total accrual will be less than 30 days. If the extra vacation is not taken within this period, it is lost.

When terminating employment, librarians may take their accrued vacation after resignation. In no case will more than 30 working days vacation be paid to terminating librarians; any days accrued in excess of 30 will be dropped. Should a librarian have taken more vacation than actually earned, these days will be deducted from his/her final pay.

Vacation records are compiled and maintained in the Administrative Services Office. Each librarian is required to report his or her attendance on a monthly basis to the Personnel Officer. All absences must be accounted for on the Absence Report--vacation, illness, leaves of absence, professional leave, etc, and these reports are used to compile permanent vacation records.

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PROCEDURES:

Procedure:

1) Each librarian fills in the attached Absence Report within five working days after the end of each month and signs it.
2) Administrative Service, Collection Development, Technical Service and Branch Librarians give the form to their department heads who forward them to the Personnel Secretary in Administrative Services. Public Services Librarians send theirs through their Department Heads to Ms. Combs who will forward them to the Personnel Secretary.
3) The reports are due in Administrative Services by the 7th working day of the succeeding month where annual records of leave will be compiled and files of absence reports will be established and maintained for five years.
4) If any reports have not been received by the deadline, the Personnel Secretary will call the librarians in question and will remind them to submit the absence report.
5) When collecting monthly absence reports from their departments, department heads note any missing reports and explain the reason in a memo to the Personnel Secretary noting the date by which an absent librarian will return
6) Librarians submit their vacation requests to their supervisors (department head, division chief, or University Librarian) who must approve the dates in advance.
7) When librarians return from vacation they submit monthly Absence Reports for two months if one report was missed while on vacation.

HISTORICAL NOTES:

Originally issued: March 2, 1973 unnumbered, unsigned. Passed by Assembly of Librarians in Minutes of March 14, 1973, page 2, paragraph 6.

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UNIVERSITY OF PITTSBURGH
UNIVERSITY LIBRARIES

TO: Faculty Librarians

FROM: Glenora E. Rossell, Director GER

DATE: October 30, 1974

SUBJECT: PERSONAL HOLIDAYS

Recognizing that the eight and one-half days granted by the University each year in observance of legal public holidays does not cover all of the national or religious holidays, effective January 1, 1974 each faculty librarian will receive two personal holidays per calendar year. Faculty hired July 1st or after, are entitled to only one personal holiday for that calendar year. Unused personal holidays do not accrue from one calendar year to the next, and faculty will not receive pay for unused personal holidays upon termination, dismissal, layoff, or retirement. Personal holidays, like vacation leave, must be scheduled in advance through the supervisor.

GER/ka

Management Staff Approval - October 29, 1974

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UNIVERSITY OF PITTSBURGH
271 Hillman Library

TO: Faculty Librarians

FROM: Glenora E. Rossell, Director

DATE: February 22, 1972

SUBJECT: Policy Recommendation on Vacation Leave for Faculty Librarians

Any new faculty appointment or any faculty termination that occurs in the calendar year shall have the date of appointment or termination determine, on a prorated basis, the amount of vacation leave that faculty member is entitled to. Therefore, a faculty member must work the full calendar year to be entitled to 23 days vacation leave. Sabbatical or unpaid leave of absence in excess of one month will not accrue vacation leave.

Any faculty member not working 12 months of the calendar year will then use the figure of two (2) days per each full month worked as a pro-rated basis for determining the amount of vacation leave earned for the calendar year.

EXAMPLE:

If a person terminates in June, he would only be entitled to 12 vacation days for that calendar year.

Policy Committee Approval - 2/10/72
Management - 2/22/72

UNIVERSITY OF PITTSBURGH

TO: Faculty Librarians

FROM: Glenora E. Rossell, Director GER

DATE: February 22, 1972

SUBJECT: Guidelines to Determine Length of Leave With Pay for Serious Illness or Disability

| | Length of Employment | | Amount of Pay |
|---|---|---|---|
| (All University Areas Including the Library) | | | |
| | Over (years) | Under (years) | |
| (a) | --- | 1 | Up to 12 working days pro-rated on length of employment |
| (b) | 1 | 2 | 12 working days |
| (c) | 2 | 4 | 1 month |
| (d) | 4 | 6 | 2 months |
| (e) | 6 | 8 | 3 months |
| (f) | 8 | 10 | 4 months |
| (g) | 10 | 12 | 5 months |
| (h) | 12 | -- | 6 months |

NOTE: 1. The above schedule is to be used as a guide, and in making a recommendation to the Director of University Libraries, the Library Personnel Office together with the employee's supervisor will review and take into consideration such things as: the employee's past job performance, attitude, past attendance record, desirability of retention of the employee, budget limitations, etc., and recommend to the Director suggested action.

2. Final review and approval of all "amounts of pay" in excess of one month will be made by the Director of University Libraries.

3. The employee will be notified, by the Library Personnel Office as far in advance as is practical, when he will receive his last check and whether he will thereafter be carried in the status of "leave of absence without pay" or "terminated."

Policy Committee Approved - 2/10/72

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UNIVERSITY EDUCATION PROGRAMS

### Expense Accounts

Expense accounts are subject to various limitations which should be understood in advance by the faculty member who contemplates travel or other activity at University expense. The University will not reimburse expenses above prescribed limits for travel, meals, hotels, and other costs. No reimbursement for entertainment is permitted.

University travel reimbursement regulations are outlined in detail in Permanent Memorandum-13, which is subject to periodic revision.

An advance may be obtained through the Office of Accounting Services when University-reimbursed travel is planned. At least 24 hours lead time is required for issuance of travel advance checks. All advances must be settled in full within ten working days after travel is completed. If an advance is not settled when due, the entire amount of the advance will be deducted from the employee's next payroll check.

### Commencement

All faculty members are invited to participate in this important activity. Each department must be represented by at least one faculty member, and departments of ten or more must be represented by at least two faculty members. Gowns and hoods may be rented at the LSU Union Book Store, but arrangements must be made well in advance of commencement exercises.

### Personal Property

The University does not insure privately owned property even though it is in University-owned buildings or housing.

## FACULTY BENEFITS AND PRIVILEGES

### Educational Opportunities

#### *Audit*

The University invites all members of the academic staff to attend courses offered within the University without charge and without registration. Such attendance, of course, must not interfere with the instructor's conduct of the course or with the accommodation of those who pay fees to attend, and does not earn the member of the academic staff academic credit.

Faculty members who wish to attend courses without any formal record of the audit should (a) obtain the approval of the instructor of the course and (b) ascertain that there is no conflict in time between the proposed auditing and any assigned duties or expectations on the part of the University.

Faculty members who wish to audit a course officially should obtain an audit card and proceed as outlined in the *General Catalog*, with payment of appropriate fees.

Advanced standing examinations may not be scheduled in courses which have been audited, either formally or informally.

#### *Credit*

A member of the academic staff at the rank of Assistant Professor or above may register for a maximum of four semester hours of credit each semester or summer term, with the written approval of the department head and dean. Instructors and Associates may carry a maximum of four semester hours of courses at the 7,000 level, or six semester hours (four during summer term) at the 4,000 level with the approval of their dean and department head. Part-time members of the academic staff and assistants may petition, through appropriate administrative channels, to be allowed to register for graduate or undergraduate courses for credit.

Members of the academic staff above the rank of Instructor may not become candidates for a graduate degree in the University. They may, however, earn credits to be used in satisfying requirements of a graduate degree at another university.

Retired faculty members who are enrolled in course work—either for audit or credit—are exempt from the customary fees for such study.

See Permanent Memorandum-23, dated September 22, 1960.

The Library permits staff members to be away from the job three hours per week to attend a class and does not require that this time be made up.

### Leave to Obtain Advanced Degree

Members of the instructional and research staff on full-time regular academic appointment, who have completed two consecutive years of service at the rank of Instructor (or equivalent) or above, may petition for a leave of absence with part pay for not more than one year of study which will culminate in the receipt of an advanced degree.

Requests for leave to obtain advanced degree are initiated at the departmental level and processed through administrative channels during the fall semester in response to a memorandum issued by the Office of Academic Affairs.

See Section 3-2 of *Bylaws and Regulations of the Board of Supervisors* and Policy Statement-12 for details of eligibility, method of application, service requirements subsequent to the leave, etc.

### Sabbatical Leave

Full-time academic employees at the rank of Instructor (or equivalent) or above, who have completed six years of service on the campus without having received leave with pay, may petition for sabbatical leave for study and research, the object of which is to enable them to increase their professional efficiency and usefulness to the University. Sabbatical leave is not normally approved for work toward an advanced degree. Persons employed on a 12-month basis may be granted 12 months' leave at half pay or six months' leave at full pay. Persons employed on a nine-month basis may get a semester's leave at full pay or an academic-year leave at half-pay. Sabbatical leave will not be granted to a person who has attained the age of 65 before the beginning of the leave.

Persons on sabbatical leave are expected to devote their full energies to the purpose of the leave. They may undertake outside employment only with advance approval of the Chancellor. Such employment would be expected to be supportive of the purpose of the leave.

Requests for sabbatical leave are initiated at the departmental level during the fall semester, in response to a memorandum issued by the Office of Academic Affairs.

Sabbatical leave requests will be disapproved or rescinded when financial or other considerations make such action appropriate.

See Section 3-1 of *Bylaws and Regulations of the Board of Supervisors* and Policy Statement-12 for details of eligibility, method of application, service requirements subsequent to the leave, etc.

### Leave of Absence Without Pay

Leave of absence without pay may be granted to employees for good cause for a period up to but not exceeding one year provided the reasons are acceptable to the University and the operations of the granting department are not seriously affected. The term of the leave and service commitments subsequent to the leave may not

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ARTICLE 23

CAREER DEVELOPMENT

23.01 Education Leave

(a) An employee may be granted education leave without pay for varying periods up to one (1) year, which can be renewed by mutual agreement, to attend a recognized institution for additional or special studies in some field of education in which special preparation is needed to enable him to fill his present role more adequately, or to undertake studies in some field in order to provide a service which the Employer requires or is planning to provide.

(b) An employee on education leave under this clause shall receive allowances in lieu of salary equivalent to not less than fifty per cent (50%) of his basic salary provided that where the employee receives a grant, bursary or scholarship, the education leave allowance may be reduced. In such cases the amount of the reduction shall not exceed the amount of the grant, bursary or scholarship.

(c) Any allowance already being received by the employee and not part of his basic salary shall not be used in the calculation of the education leave allowance.

(d) Allowances already being received by the employee may at the discretion of the Employer be continued during the period of the education leave and the employee shall be notified when the leave is approved whether such allowances are to be continued in whole or in part.

(e) As a condition to the granting of education leave, an employee shall, if required, give a written undertaking prior to the commencement of the leave to return to the service of the Employer for a period of not less than the period of the leave granted. If the employee, except with the permission of the Employer,

(i) fails to complete the course,

(ii) does not resume employment with the Employer on completion of the course,

or

(iii) ceases to be employed before termination of the period he has undertaken to serve after completion of the course,

he shall repay the Employer all allowances paid to him under this clause during the education leave or such lesser sum as shall be determined by the Employer.

**(f) The Employer will endeavour to return the employee to a position at a basic salary level not lower than the position he encumbered immediately prior to the commencement of the education leave.

23.02 Attendance at Conferences and Conventions

(a) In order that each employee shall have the opportunity for an exchange of knowledge and experience with his professional colleagues, the employee shall have the right to apply to attend a reasonable number of conferences or conventions related to his field of specialization. The Employer may grant leave with pay and reasonable expenses, including registration fees, to attend such gatherings, subject to budgetary and operational constraints as determined by the Employer.

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(b) An employee who attends a conference or convention at the request of the Employer to represent the interests of the Employer shall be deemed to be on duty and, as required, in travel status.

(c) An employee invited to participate in a conference or convention in an official capacity, such as to present a formal address or to give a course related to his field of employment, may be granted leave with pay for this purpose and may, in addition, be reimbursed for his payment of registration fees and reasonable travel expenses.

**(d) An employee shall not be entitled to any compensation under Articles 15 (Overtime) and 16 (Travelling Time) in respect of hours he is in attendance at or travelling to or from a conference or convention under the provisions of this clause, except as may be provided in clause 23.02 (b).

23.03 Professional Development

(a) The parties to this Agreement share a desire to improve professional standards by giving employees the opportunity on occasion;

(i) to participate in seminars, workshops, short courses or similar out-service programs to keep up to date with knowledge and skills in their [illegible] fields,

or

(ii) to conduct research or to perform work related to their normal research programs in institutions or locations other than those of the Employer.

(b) An employee may apply at any time for professional development under this clause, and the Employer may select an employee at any time for such professional development.

(c) When an employee is selected by the Employer for professional development under this clause the Employer will consult with the employee before determining the location and duration of the program of work or studies to be undertaken.

**(d) An employee selected for professional development under this clause will continue to receive his normal compensation including any increase for which he may become eligible. The employee shall not be entitled to any compensation under Articles 15 (Overtime) and 16 (Travelling Time) while on professional development under this clause.

(e) An employee on professional development under this clause may be reimbursed for reasonable travel expenses and such other additional expenses as the Employer deems appropriate.

23.04 Examination Leave

Leave of absence with pay to write examinations may be granted by the Employer to an employee who is not on educational leave. Such leave will be granted only where, in the opinion of the Employer, the course of study is directly related to the employee's duties or will improve his qualifications.

ADMINISTRATIVE MANUAL
PERSONNEL
Policy Memo 7 (Rev.)

# ENROLLMENT IN UNIVERSITY COURSES

## Conditions of Enrollment

A permanent full-time member of the professional staff may take a maximum of five hours of class work in a quarter. Whether the course is taken for credit or not does not affect this regulation.

A librarian planning to take a course must submit the request, including the name and number of the course, to the department head before registering. If the request is approved by the department head, it is then forwarded to the Director of Libraries for final approval. Application for admission and enrollment should then be made to the Admissions Office of the University

## Courtesy Tuition

The five hours of class work in a quarter may be taken in the College or University without paying tuition, subject to the following conditions:

The time away from work must be made up either by lengthening the work day or by week-end work, at the convenience of the department.

## Courtesy Scholarships for Dependent Children

Courtesy Scholarships of 100 percent of regular tuition, minus the amount of any other tuition scholarship received by the applicant, granted only upon application, are available in the undergraduate divisions of the University to children of a full-time member of the professional staff. Applications for Courtesy Scholarships must be made at the Admissions Office in the Administrative Building. Such scholarships are subject to all University policies and procedures governing the administration of scholarships.

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University Courses Taken for Credit or Audit

All full-time members of the Library staff who have more than six months of service are entitled to participate in the Educational Assistance Program under which they may register for not more than six credit hours per semester (three during summer session) of courses above the secondary level at a reduced rate. Under this program, seventy-five percent of the total cost of the Incidental Fee is absorbed by the University, and the staff member, when enrolling for academic credit, pays the remaining twenty-five percent. No Incidental Fee is charged for employees who audit courses (not for academic credit). All and any costs over and above the Incidental Fee are paid in full by the employee.

Courses are to be scheduled during non-working hours whenever possible. Class attendance shall not take priority over the work to be performed except when an employee is requested by his supervisor to enroll in a course(s) which is (are) directly related to his assigned Library responsibilities. If this is the case, the time away from work to attend classes shall be considered as part of the employee's regular work schedule.

All classes scheduled during regular work hours must be approved by the staff members supervisor and the Associate Director before they may be taken.

Academic staff members may take up to three hours per semester for credit without making up the time. Their class attendance, however, is at the discretion of their supervisors, who have the responsibility to decide when work takes priority over class attendance.

It is a University rule that non-academic staff members must make up time away from the job or an adjustment must be made in salary, unless supervisors request that they enroll.

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The Library will not permit any staff member to audit a course without making up the time away from the job.

Briefly, these are the steps to go through to use the Educational Assistance Program:

1. Clear your intentions through your department.
2. Contact the Admissions Office and go through the necessary admissions requirements.
3. Obtain a Form UM UW 84-1 from the Library's Administrative Office and complete it.
4. Ootain the necessary approvals.
5. Register.

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University sponsored Training Programs, Workshops, etc.

The UMC Campus Personnel Office provides various ongoing training programs for full-time staff. In most cases, there is no cost to the employee or his department for these courses. Some programs are held on University time and some are held during off-duty hours. With the approval of a staff member's supervisor and the Associate Director, the time used for these classes during regular work hours need not be made up. The courses are available in the technical, supervisory and general educational areas. The Library tries to keep employees informed of these training programs by means of the "News Notes" and letters posted on the bulletin board in the Staff Room. Employees also are encouraged to contact the Campus Personnel Office in order to find out what specific programs are offered, when they are offered, what subjects are covered within any given course and how one may enroll.

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## V. BENEFITS

### A. Tuition Exemption

The various components of the University's tution exemption program outlined below apply to full-time officers of the Libraries on Presidential or Trustee appointment with salary from the Columbia Corporation. Tuition exemption does not apply to fee basis courses in which the instructor is paid on the basis of the number of students registered for the course, courses given in the short-term Winter Session or the Continuing Education Program. Staff members who wish to enroll in job-related courses not covered by tuition exemption are eligible for full or partial reimbursement of fees under the Libraries program for professional and continuing education activities (see Appendix G).

Members of the professional staff may take one daytime course per semester without formally scheduling make-up time, provided they have consulted with the appropriate supervisors to verify that their professional obligations are being met and that service will not be hampered. This arrangement is normally possible only when the course is not given during evening hours and when the individual is either matriculating for a graduate degree at Columbia or elsewhere or auditing a graduate course or enrolled in an undergraduate foreign language course relative to his work assignment.

Prior to each semester, a summary of tuition exemption policies and procedures is distributed by the Library Personnel Office, which is responsible for processing permits.

#### 1. Graduate Degree Candidates

Tuition exemption is granted to officers who have been accepted as candidates for a graduate degree or statutory certificate at the University or its affiliates. Since a number of graduate divisions require full-time residency for degree candidates, it is necessary to consult with the appropriate school to determine its current policy.

#### 2. Non-Degree Candidates

An officer may be granted tuition exemption for one course per semester regardless of point value. The course must be given by one of the schools of the Columbia Corporation. Courses given by Teachers College or Barnard are not exempt under this program. To be eligible for this benefit, an officer must have been admitted as a non-matriculated (special) student by one of the schools of the University.

#### 3. Auditing Courses

Auditing privileges in Graduate School courses for officers not registered in regular programs are limited to categories

of courses specified by each Committee on Instruction, and each course opened to such auditors must have the approval of the instructor, the department, and the Committee on Instruction. Permission to audit is not normally given for seminars or colloquia or for courses beyond the introductory graduate level.

4. Spouses

Husbands and wives of full-time officers holding a Trustee or Presidential appointment are granted tuition exemption for courses given by the Columbia Corporation, provided they have been admitted as degree candidates or non-matriculated students in one of the schools of the University. (Courses given by Teachers College or Barnard are not exempt under this program even if they are cross-listed in Columbia bulletins.) There is no limitation to the number of courses or points that may be taken, except as specified by the student's advisor. Applications for this benefit should be made directly to the Personnel Services Division, University Personnel, 412 Dodge, prior to each semester.

5. Children

Children of full-time officers holding a Trustee or Presidential appointment are granted tuition exemption for courses taken in the schools of the Columbia Corporation, Barnard, and Teachers College, provided that the student is a candidate for a degree or statutory certificate. If a child is a candidate in good standing at another institution or needs special preparation to enter a graduate program at Columbia University or elsewhere, he or she may be granted tuition exemption benefits when registered at Columbia as a non-matriculated student. There is no limitation on the number of courses or points that may be taken under this program except as specified by the student's advisor; however, tuition exemption coverage at Barnard is limited to eight semesters. Applications for this benefit should be made directly to the Personnel Services Division, University Personnel, 412 Dodge, prior to each semester.

If the officer dies while in service, the son or daughter may complete the degree program with tuition exemption benefits. If the officer was employed by the University for at least ten years of full-time service, had met the eligibility requirements at death, and dies while in service, the son or daughter will be eligible for the benefits of this program if he or she chooses to enter any of the above named schools in the future.

6. Retired Officers

Retired officers who met the eligibility requirements at the time of their retirements are eligible for the benefits described above.

B. Scholarships for Children

1. Tuition Scholarships for Private Schools

The University provides scholarship aid, based on need, to those officers having financial problems resulting from the tuition fees of private schools in one of the five boroughs of New York City. To be considered for such assistance, the parent:

a. Must hold a full-time Presidential or Trustee appointment with salary from the Columbia Corporation;

b. Must have the family residence in one of the five boroughs of New York City (the school also must be located in one of the five boroughs);

c. Must have a child in grades Kindergarten - eighth grade (assistance is not available for children in nursery school or grades 9-12).

Eligible officers should contact the Personnel Services Division, University Personnel, 412 Dodge, to be placed on the mailing list for applications which are distributed in late May.

2. College Tuition Scholarships

Sons and daughters enrolled at other accredited undergraduate institutions in a four-year course leading to a bachelor's degree or in a combined plan, or in a non-terminal program of a junior college that anticipates transfer to a four-year college may receive as a scholarship one-half the tuition, excluding all fees, for a period of eight semesters or the equivalent, provided the officer holds a full-time Presidential or Trustee appointment with salary from the Columbia Corporation above as specified. Further information on eligibility for this benefit can be obtained from the Library Personnel Office.

NOTE: The following benefits are administered by the Office of University Personnel, which sends new appointees a benefits packet consisting of "A Summary of Your Columbia University Benefits Program" and applications for participation in the various programs.

C. Life Insurance

Contributory group life insurance coverage is required of all full-time Presidential and Trustee appointees. Basic coverage is effective on the date of appointment. Staff members are insured in the amount of their base annual salary. The cost to the staff member, by salary deduction, is 33¢ per month per $1,000